

GOVERNMENT OF INDIA
DEPARTMENT OF LABOUR



TECHNICAL TRAINING SCHEME

TRAINING MANUAL

1943

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FORENOTE.

The 1943 edition of the Training Manual has been revised and expanded so as to bring together all orders and instructions (excluding those of a temporary nature) issued by the Labour Department in connection with the administration of the Technical Training Scheme up to the 15th July 1943. The opportunity has been taken to rearrange the Manual in sections to facilitate handling and two new parts—Part IV "Standard Sets of Tools and Instruments" and Part VI "Guidance Notes for Selection Committees" have been added. In referring to the Manual it will be sufficient to mention the paragraph number and the part. No reference need be made to the sections or the sectional headings. A detailed index has been provided at the end as usual.

Owing to the paper shortage it is unlikely that any further editions of the Manual will be issued, and the present edition has therefore been printed in loose leaf form, so that if any extensive corrections have to be made, new pages can be substituted for the old.

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TECHNICAL TRAINING SCHEME

TRAINING MANUAL

PART I

General Administration

I.—ORGANISATION

1 Scope and Lay-out.—Over 300 engineering colleges, technical institutions, and railway and other workshops are taking part in the Technical Training Scheme. Each of these training centres is in charge of a Principal, Director, Superintendent, Workshop Manager or Manager, who is known as the Head of the Centre. Centres are to be found in all parts of India including Indian States and for purposes of inspection and co-ordination, the country has been divided into 8 territorial circles, each of which is in charge of a Senior Regional Inspector or Regional Inspector assisted by one or more Regional Inspectors and Assistant Regional Inspectors. The main functions of the Regional Inspectors are to keep in close touch with Heads of training centres and ensure that training is intensive and according to syllabus, and to help the training centres to secure their requirements of instructors, equipment, and stores of all descriptions. Next after the Regional Inspectors, are the two Deputy Directors of Training whose headquarters are at Lucknow and Cuttack and whose primary duty is to co-ordinate the work of the Regional Inspectors and advise and assist them in whatever way they can. Finally there is the Director of Training with headquarters at Simla, who is responsible for the technical direction of the Scheme.

The supply of tools, equipment and stores to training centres is looked after by the Director of Publicity and Recruitment and his staff at Simla. The hands of the National Service (Technical Person) Officers who work under the general control of the Director of Publicity and Recruitment and his staff at Simla. A table showing the organisation of the Scheme will be found in Appendix I.

II.—RECRUITMENT

2 Admissions.—Candidates will be allotted to technical training centres by the National Service Labour Tribunals constituted for the different Provinces or by Selection Committees or other recruiting agencies appointed by the Tribunals for the purpose. The dates of commencement of training will be fixed by Heads of training centres in consultation with the Tribunals or Selection Committees which will notify the selected candidates and instruct them to join the centres on the dates fixed. If any candidate fails to join a centre within one week of the date so fixed and gives no sufficient reason for his absence, the Head of the centre should report the case to the Chairman of the Tribunal or the President of the Selection Committee or other recruiting authority who will nominate another candidate to the vacancy. In certain cases, Heads of Training Centres have themselves been authorised to select and recruit candidates for training. The attention of these Heads of Centres is drawn to the "Guidance Notes" contained in Part VI.

(For ex-soldier trainees see Part II, paragraph 6.)

3 Supernumeraries.—(1) As 25 to 30 per cent. of the candidates allotted to training centres do not report for duty and there is often delay between the passing off of candidates from training centres and the posting of new candidates to fill vacancies, all Tribunals and other recruiting authorities have been authorised to select candidates to

centres up to 25 per cent. in excess of the sanctioned number of seats on the understanding that the excess trainees, if any, at any training centre will be treated as supernumeraries. Heads of training centres may accordingly accept trainees at any time up to 25 per cent. in excess of their sanctioned numbers and draw the usual training fees and stipends in respect of these supernumeraries without any further sanction.

(2) No additional instructors or equipment will be supplied for supernumeraries, and they should be employed on basic training (see paragraph 10) until such time as they can be absorbed in original or secondary vacancies (see note to paragraph 68).

[TRA-464(3), dated the 18th December 1941.]

(3) At Civil centres (see Part II) the number of supernumeraries should not exceed 10 per cent. of the sanctioned number of seats.

III.—RECEPTION OF TRAINEES

4 Identity to be proved.—Before a candidate is admitted to a training centre he must produce the identity card supplied to him by the Selection Committee or recruiting officer and satisfy the Head of the centre of his identity. He must then hand over to the Head of the centre the prescribed written form of undertaking duly completed (see Appendix II). The undertakings will be retained by Heads of training centres in safe custody and disposed of in due course in accordance with the instructions in paragraphs 7(2), 65(6), 66(2) and 84.

[TRA-1-1344.]

5. Payment of travelling expenses.—(1) When a trainee has reported to the Head of a training centre, been identified, and handed over the prescribed written undertaking, the Head of the centre should, unless the trainee has already received an advance of such expenses or lives within a radius of five miles of the training centre, pay him his travelling expenses at the rate laid down in paragraph 94.

(2) If a trainee has been given an advance of travelling expenses by the Tribunal or other recruiting authority, the Head of the training centre will be informed and in such cases if the trainee does not arrive within 7 days of the receipt of the information, the Head of the centre should report the fact to the recruiting authority or Tribunal concerned.

(3) If a trainee has been provided by the Tribunal or recruiting authority with a trainee's railway voucher, no amount should be paid to him on account of railway fare.

(4) Trainees who are posted to training centres in provinces other than their own will be granted in addition to the usual travelling allowance, subsistence allowance at a uniform rate of annas twelve per day for the actual number of days spent on the journey provided that no allowance shall be given for the day on which the journey ends before 8 A.M. or commences after 9 P.M.

[TRA-464 (2), dated 18th December 1941, TRA-464 (1), dated 18th March 1942.]

6. Advances of stipend.—Heads of training centres may advance a sum of not more than Rs. 9 to any trainee on joining a training centre providing his identity and completing the prescribed form of undertaking provided they are satisfied that the trainee is not a local resident and needs an advance to enable him to maintain himself until his first monthly stipend is paid. Such advances may be allowed at any time

within the first 21 days of a trainee's stay at a training centre in addition to any amount which may be due to him on account of part stipend for a broken period of less than a month. Subject to the provisions of paragraph 89 the advances will be recovered from the monthly stipends of the trainee in 3 consecutive monthly instalments of Rs. 3 commencing from the first month in which a full stipend becomes due.

NOTE.—This advance should not be granted if the trainee is allowed to purchase provisions on credit from a grain shop at the centre, vide paragraph 39(3).

[TRA-464 (1), dated 10th February 1942, and TRA-464/77]

7. Medical examinations—(1) The Chairman of National Service, Labour Tribunals have been instructed to arrange for the medical examination of all trainees by Civil Surgeons or Assistant Surgeons or medical officers of the Provincial Government of similar status either before or as soon as possible after they have joined a training centre. When held at training centres, these examinations will be carried out in consultation with the Heads of training centres who are asked to give the medical officers every assistance. Where whole-time medical officers have been appointed to training centres, the examinations may be held by these officers. The report of the medical officers will be prepared in the form given in Appendix III which details the physical standards required. These standards apply to all trainees whether intended for the Services or industry and should be adhered to as closely as possible.

Note.—To prevent wastage and unnecessary expense, every effort should be made to have trainees medically examined before they join training centres.

(2) If after joining a training centre a trainee is found to be medically unfit, the Head of the centre is authorised to and should discharge him after paying him the stipend due to him up to the date of his discharge less deductions, if any, and his travelling expenses to his home if admissible under the terms of paragraph 93. No subsistence allowance is admissible in such cases. The signed undertakings furnished by trainees who are discharged for medical unfitness may be returned to them after endorsement with the words "Rejected as medically unfit".

(3) Trainees intended for the technical branches of the Armed Forces will, if necessary, be subjected to a second medical examination before admission to any of the Services under arrangements to be made by the Technical Recruiting Officer concerned (see Appendix IV). The Chairman of Tribunals and Regional Inspectors are authorised to arrange for the medical examination of trainees at any time during training if they consider it necessary.

(4) If a trainee is required at any time to go for medical examination to a place at a distance of more than 5 miles from the training centre he may be allowed his travelling expenses at the rate given in paragraph 91. He may also be granted the usual subsistence allowance for the period of his stay at the place of medical examination.

[TRA-117, dated 18th February 1941, TRA-129, dated 2nd May 1941, 29th January 1942 and TRA-156/111]

8. Verification of antecedents—(1) As each trainee joins a training centre, the Head of the centre should send a verification roll in Form II as given in Appendix V to the District Magistrate or other officer concerned (see Appendix VI). The verification roll must be forwarded in each case with a covering memo in Form I as given in Appendix V. After verification all rolls should be returned by the District Magistrates or other officers concerned with their remarks to the Chairman of the Tribunal for the Province or State concerned.

centres up to 25 per cent. in excess of the sanctioned number of seats on the understanding that the excess trainees, if any, at any training centre will be treated as supernumeraries. Heads of training centres may accordingly accept trainees at any time up to 25 per cent. in excess of their sanctioned numbers and draw the usual training fees and stipends in respect of these supernumeraries without any further sanction.

(2) No additional instructors or equipment will be supplied for supernumeraries, and they should be employed on basic training (see paragraph 10) until such time as they can be absorbed in original or secondary vacancies (see note to paragraph 68).

[TRA-464(3), dated the 18th December 1941.]

(3) At Civil centres (see Part II) the number of supernumeraries should not exceed 10 per cent. of the sanctioned number of seats.

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4. Identity to be proved.—Before a candidate is admitted to a training centre, he must produce the identity card supplied to him by the Selection Committee or recruiting officer and satisfy the Head of the centre of his identity. He must then hand over to the Head of the centre the prescribed written form of undertaking duly completed (see Appendix II). The undertakings will be retained by Heads of training centres in safe custody and disposed of in due course in accordance with the instructions in paragraphs 7(2), 65(6), 66(2) and 84.

[TRA-1-1344.]

5. Payment of travelling expenses.—(1) When a trainee has reported to the Head of a training centre, been identified, and handed over the prescribed written undertaking, the Head of the centre should, unless the trainee has already received an advance of such expenses or lives within a radius of five miles of the training centre, pay him his travelling expenses at the rate laid down in paragraph 94.

(2) If a trainee has been given an advance of travelling expenses by the Tribunal or other recruiting authority, the Head of the training centre will be informed and in such cases if the trainee does not arrive within 7 days of the receipt of the information, the Head of the centre should report the fact to the recruiting authority or Tribunal concerned.

(3) If a trainee has been provided by the Tribunal or recruiting authority with a trainee's railway voucher, no amount should be paid to him on account of railway fare.

(4) Trainees who are posted to training centres in provinces other than their own will be granted in addition to the usual travelling allowance, subsistence allowance at a uniform rate of annas twelve per day for the actual number of days spent on the journey provided that no allowance shall be given for the day on which the journey ends before 8 A.M. or commences after 9 P.M.

[TRA-464 (2), dated 18th December 1941, TRA-464 (1), dated 18th March 1942.]

6. Advances of stipend.—Heads of training centres may advance a sum of not more than Rs. 9 to any trainee on joining a training centre providing his identity and completing the prescribed form of undertaking provided they are satisfied that the trainee is not a local resident and needs an advance to enable him to maintain himself until his first monthly stipend is paid. Such advances may be allowed at any time

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NOTE.—This advance should not be granted if the trainee is allowed to purchase provisions on credit from a grain shop at the centre, vide paragraph 39(3).

[TRA-464 (1), dated 10th February 1942, and TRA-464/77]

7. Medical examinations.—(1) The Chairman of National Service, Labour Tribunals have been instructed to arrange for the medical examination of all trainees by Civil Surgeons or Assistant Surgeons or medical officers of the Provincial Government of similar status either before or as soon as possible after they have joined a training centre. When held at training centres, these examinations will be carried out in consultation with the Heads of training centres, who are asked to give the medical officers every assistance. Where whole-time medical officers have been appointed to training centres, the examinations may be held by these officers. The report of the medical officers will be prepared in the form given in Appendix III which details the physical standards required. These standards apply to all trainees whether intended for the Services or industry and should be adhered to as closely as possible.

Note.—To prevent wastage and unnecessary expense, every effort should be made to have trainees medically examined before they join training centres.

(2) If after joining a training centre a trainee is found to be medically unfit, the Head of the centre is authorised to and should discharge him after paying him the stipend due to him up to the date of his discharge less deductions, if any, and his travelling expenses to his home if admissible under the terms of paragraph 93. No subsistence allowance is admissible in such cases. The signed undertakings furnished by trainees who are discharged for medical unfitness may be returned to them after endorsement with the words "Rejected as medically unfit".

(3) Trainees intended for the technical branches of the Armed Forces will, if necessary, be subjected to a second medical examination before admission to any of the Services under arrangements to be made by the Technical Recruiting officer concerned (see Appendix IV). The Chairman of Tribunals and Regional Inspectors are authorised to arrange for the medical examination of trainees at any time during training if they consider it necessary.

(4) If a trainee is required at any time to go for medical examination to a place at a distance of more than 5 miles from the training centre, he may be allowed his travelling expenses at the rate given in paragraph 94. He may also be granted the usual subsistence allowance for the period of his stay at the place of medical examination.

[TRA-117, dated 18th February 1941, TRA-129, dated 2nd May 1941, 24th January 1942 and TRA-186/1111]

8. Verification of antecedents.—(1) As each trainee joins a training centre, the Head of the centre should send a verification roll in Form II as given in Appendix V to the District Magistrate or other officer concerned (see Appendix VI). The verification roll must be forwarded in each case with a covering memo. in Form I as given in Appendix V. After verification, all rolls should be returned by the District Magistrates or other officers concerned with their remarks to the Chairman of the Tribunal for the Province or State concerned.

(2) The verification rolls of trainees enrolled in the Army should be dealt with by the Chairmen of Tribunals in accordance with the instructions contained in paragraph 8, Part II.

(3) The verification rolls of trainees posted to Ordnance factories or Crown establishments should be forwarded by the Chairmen of Tribunals to the Superintendents of the factories or the Heads of the establishments to which the trainees have been posted.

(4) If the local District or Police authorities report that a trainee's antecedents cannot be verified owing to a wrong address having been given or for want of sufficient particulars, the trainee should be discharged under the orders of the Tribunal (see paragraph 65).

[TRA-272(3), dated 25th June 1941, TRA-272, dated 13th August 1941, TRA-272, dated 13th December 1941, TRA-272[65, TRA-I-411]IV, TRA-I-272[68, TRA-I-411-IV : A. G. Branch's u-o, No B[74133]A.G.-2 (b-2).]

9. General.—It is the policy of Government to provide hostels at all training centres. In some cases, however, no hostel accommodation will be available and the trainees will have to find their own lodgings. Where this happens, Heads of training centres are requested to do all in their power to assist the trainees in the matter without incurring any financial commitment on the part of the Central Government. Where quarters have been hired or temporary quarters have been constructed, Heads of training centres should see that such furniture as is necessary is provided and that some temporary arrangement is made for food for the trainees for the first few days until they can settle down and make their own arrangements. The Government of India are anxious that on reporting at a training centre, the trainees should be made to feel that they are welcome and that everything is being done to make them comfortable.

[TRA-58(1), dated 13th December 1940, and TR-56, dated 27th December 1940.]

IV.—TRAINING

10. Basic training.—(1) All trainees intended for the metal working trades* will be given 2 months basic training in accordance with a special syllabus before being put on to the main syllabus of training. The purpose of this training is to enable trainees (1) who are never likely to become good tradesmen to be discharged without loss of time and (2) who have shown aptitude to be allotted to a trade in which they are likely to do well.

(2) Roller driver trainees will only be free to do their basic training when their rollers are not in use. It may not therefore be possible for them to do their basic course at the beginning of their training, and Regional Inspectors should arrange that the course for these men is fitted in with their training as and when they can be spared from road work and at centres where they can be accommodated.

*Armature Winders, Blacksmiths, Boiler Attendants, Boiler Makers, Draughtsmen (Mech.), Drillers, Electricians, Electrical Fitters, Engine Drivers (I.C.), Engine Drivers (Steam), Fitters, Grinders, Instrument Mechanics, Machinists, Millers, Moulders, Plumbers, Riveters, Roller Drivers, Tin and Coppersmiths, Turners, Welders (Electric), Welders (Oxyacetylene).

[TRE-5.]

11. Allotment to trades.—(1) All candidates will be allotted to a trade by the National Service Labour Tribunal or other recruiting authority, but in the case of the metal working trades the allotment will be regarded as provisional until the basic training period has been completed when the candidate will be finally allotted to a trade by the Head of the training centre in accordance with the aptitude he has shown

Draughtsmen, Surveyors and Instrument mechanic trainees who are matriculates should not however be allotted to any other trade without the approval of the Regional Inspector.

(2) If a candidate proves unsuitable for allotment to any of the metal working trades at the centre at which he has undergone his basic training, but appears suitable for training in another type of metal working trade, the Head of the centre may recommend to the Tribunal that the candidate be transferred to another training centre where facilities for training in such trade exist.

(3) If a candidate proves unsuitable for allotment to any metal working trade but is considered suitable for allotment to a non-metal working trade, he may be allotted accordingly.

(4) Trainees who prove unsuitable for training in any trade or are unwilling to accept the trade to which allotted should be discharged by the Head of the centre with the approval of the Regional Inspector.

(5) In making their allotments under sub-paragraph (1), Heads of Training Centres should not interfere with the sanctioned distribution of seats between the different trades. If there is a surplus of trainees in any particular trade, the facts should be reported to the Tribunal so that the trainees can be transferred elsewhere.

[TRE-5.]

12. Changes of trade.—Once a candidate has been finally allotted to a trade by the Head of the training centre, no change of trade should be allowed except with the approval of the National Service Labour Tribunal or other recruiting authority on the recommendation of the Regional Inspector.

[TRE-5.]

13. Duration of courses.—The courses are designed to cover a maximum period of one year including the basic training period, but it is not the intention that they should necessarily, or even ordinarily, be of this duration. It will be possible to complete many of the courses in less than one year, while trainees who have had previous training or experience or are above the average in intelligence will require a shorter period of instruction than others. Trainees may and should be passed out at any time if they reach the required standard and pass the tests imposed by the Trade Testing Panel (see paragraph 73).

14. Hours of work.—The first 2 months spent by a trainee at a training centre should be regarded as a breaking-in period, during which the trainee will become accustomed to his new surroundings and the new type of work which he will be expected to do. During this period workshop hours should not exceed 160 per month. Once the breaking-in period is over, the hours of work should normally be not less than 40 or more than 45 per week. In factories or at centres where 2 or more shifts are being worked, some variation from these figures will be necessary, and the exact hours of work should be settled in consultation with the Regional Inspector. It is important that at every centre there should be fixed hours of work and that these hours should be rigidly observed both by the instructional staff and the trainees.

NOTE.—Where a single shift is being worked, it is suggested that the hours of work should be 8-12 and 1-5 on week days, and 8-12 with the afternoons off on Saturdays.

[TRA-445.]

15. Syllabuses of training.—A graded syllabus of training for many trades as possible will be supplied to each training centre. Syllabuses should be followed as closely as possible. Where no

exercises have been included, suitable exercises should be drawn up by Heads of training centres in consultation with the Regional Inspector. Even if exercises have been included in the syllabuses, supplementary exercises may be added at the discretion of Heads of training centres, care being taken to ensure that the training given is intensive and designed to enable the trainees to reach the requisite standard of skill in the shortest possible time. Training should not be concentrated on the sample trade tests which have been supplied to Heads of training centres. It should be designed not only to enable the trainee to pass the prescribed trade tests but to perform any similar jobs which require a comparable degree of skill.

[TRA-29.]

16 **Progress cards.**—A progress card should be maintained in respect of every trainee in the form given in Appendix VII. These cards should be brought up to date each week by the instructor concerned and should accompany the trainee to his destination along with his other papers when he is passed out from the training centre or transferred to another centre.

[TRE-6.]

17 **Transfers of trainees.**—(1) National Service Labour Tribunals and Provincial Selection Committees are authorised to sanction the transfer of trainees from one training centre to another or the exchange of trainees between training centres provided the sanctioned distribution of trades and the sanctioned number of trainees at those centres are unaffected. No travelling expenses will be paid in such cases unless the transfers or exchanges are made in the public interest when travelling allowance should be paid by the Head of the training centre at the rates laid down in paragraphs 94 and 95.

(2) When a trainee is transferred from one training centre to another, he should be paid up to date and required to return any tools issued to him in accordance with the instructions given in paragraph 82.

[TRA-443]4]

(3) **Joining Time.**—Trainees transferred from one centre to another should be allowed joining time on the following scale:—

3 days for preparation, and

1 day for every 250 miles of journey by rail.

Full stipend and subsistence allowance at the rate of Re. 0-12-0 per day should be paid for the joining time, in addition to travelling allowance, before the trainees' departure.

(For enrolled trainees see Part II, paragraph 22.)

[TRA-I-1275]3]

V.—ADVANCED TRAINING

18. **Draughtsmen.**—All Draughtsmen trainees will be regarded as under training as high grade Draughtsmen, and after completing their basic training and passing the prescribed trade tests for Draughtsmen, they should continue their training until they pass the trade tests laid down for II grade Draughtsmen, copies of which have been supplied to Chairmen of Tribunals and Regional Inspectors.

19. **Toolmakers.**—A limited number of Toolmakers are required in the categories and proportions shown below. Trainees in these trades will be selected by Regional Inspectors from among trainees who have passed with credit the prescribed trade tests in the relevant basic trade

and who with continued training are likely to become skilled tradesmen.

<i>Class of toolmakers</i>	<i>Percentage required.</i>			
(1) Hardener-Blacksmith	8
(2) Fitter	30
(3) Machinist	16
(4) Turner	30
(5) Grinder	16

20. **Die-sinkers and Millwrights**—In addition to Toolmakers, a number of Die-sinkers and Millwrights may be required from time to time and in this event, special orders will be issued to the Regional Inspectors concerned by the Labour Department. Candidates for training in these trades will be selected by Regional Inspectors from among Fitter trainees who have passed the prescribed trade tests in the same way as Toolmakers trainees.

21. **Venue of training**.—Trainees selected for training as Draughtsmen, Toolmakers, Die-sinkers or Millwrights will normally take their advanced training at the centres at which they passed the prescribed trade tests but if this is not practicable, the Regional Inspector will arrange for them to be transferred to another centre by the Chairman of the Tribunal.

22. **Enhanced Stipends**.—(1) Trainees who undergo advanced training under the terms of paragraphs 18 to 21 will receive stipends at the rate of Rs. 41, 40 or 39 p. m. in accordance with dearness allowance areas A, B, and C as defined in Appendix VIII.

(2) If the trainees continue their training at the centre at which they passed the prescribed trade tests in the basic trades, the enhanced stipends will be sanctioned by the Regional Inspector when selecting the men for advanced training.

(3) If the trainees are transferred to another centre for advanced training the enhanced stipends will be sanctioned by the Chairman of the Tribunal at the time of transfer.

[TRA-38(1), dated 18th December 1941 & TRA-39.]

23. **Trainees from industry**.—In addition to candidates selected for advanced training from among trainees, experienced tradesmen from industry may be selected by Tribunals and in such cases the Tribunal may sanction stipends not exceeding Rs. 49, Rs. 47 or Rs. 46 p. m. according to dearness allowance areas A, B, and C in the case of Toolmakers, Die-sinkers or Millwrights, and Rs. 69, Rs. 67 or Rs. 66 p. m. according to dearness allowance areas A, B, and C in the case of Draughtsmen.

[TRA-1296.]

24. **Conditions of training**.—Trainees selected for advanced training whether from among existing trainees or from tradesmen in industry will be governed by the orders and instructions contained in this Manual in the same way as ordinary trainees.

25. **Release of enrolled trainees**.—If an enrolled trainee who is suitable and willing to undergo advanced training is recommended by Head of a centre for such training the Head of the centre should Regional Inspector to submit proposals to the Labour Dept. for his release and the Technical Recruiting Officer should be informed.

of training centres who will draw the amounts on bills in accordance with the procedure given in Appendix IX:—

Areas*

	A	B	C
1. Matriculates in all trades except those mentioned in item 2.	31	30	29
2. Matriculate Wireless Operators, Instrument Mechanics, Radio Mechanics, Surveyors and Draughtsmen.	45	45	45
3. Non-Matriculates in all trades ..	26	25	24

* The areas referred to are those defined in Government of India, Finance Department Notification No. F. 2 (40)-W/42, dated the 20th August 1942, reproduced in Appendix VIII.

(For enrolled trainees see Part II, paragraph 10.)

[TRA-473(1), dated 17th Feb. 1942 and TRA-42.]

28. Verification of Matriculates.—(1) Before permitting a trainee who claims to be a matriculate to draw the higher rate of stipend, the Head of the training centre should require the trainee to produce his Matriculation certificate, and in submitting bills for the stipends of such trainees, the Head of the centre should certify on the bills that the educational qualifications of the trainees have been verified.

(2) Where a candidate who claims to be a matriculate is unable to produce his Matriculation certificate, he may be allowed to draw the higher rate of stipend if he can produce a certificate signed by the Head Master of the school which he last attended or other evidence that he has actually passed the Matriculation examination.

(3) In addition to matriculates, the higher rate of stipend may be paid to trainees who have passed other equivalent examinations, such as the High School Leaving Certificate Examination, Senior or Junior Cambridge Certificate Examination, or the Oxford School Certificate Examination, on production of satisfactory evidence to that effect.

[TRD-2050]9 and TRA-1195]1.]

VIII.—CLOTHING AND BADGES

29. Clothing grants.—(1) On joining a training centre each trainee should be provided free of cost with two sets of overalls or boiler suits in mazri or cotton cloth at a cost not exceeding Rs. 9/- excluding freight and packing charges which may be drawn separately and charged to "Contingencies". This clothing may be retained by trainees when they leave a training centre either on transfer to another centre or on being posted to one of the Armed Forces or to civil employment. If a trainee who has received clothing is transferred to another centre, the Head of the centre should inform the Head of the centre to which the trainee is transferred of the issue and the date on which it was made so as to avoid the possibility of a second issue of free clothing before it is due.

(2) If a trainee resigns or is discharged for medical unfitness, unsuitability or misconduct, he should be required to return the clothing issued to him for re-issue to another trainee. If a trainee absconds, the cost of the clothing issued to him should be included among the amounts to be recovered under paragraph 66(2).

(3) Workshop clothing recovered from trainees should be washed, refitted and repaired before re-issue to other trainees. The expenditure on washing, refitting and repairing will be treated as contingent.

39. **Grain Shops.**—(1) At training centres where there are no hostels or where the hostel accommodation provided is insufficient, Heads of training centres are advised to open grain shops for the supply of foodstuffs to the trainees. Where such shops are opened, the Heads of the centres are authorised to draw a permanent advance of Rs. 20 per trainee in order to stock the shops with grain and other commodities and to purchase scales, grain receptacles, cash box and padlock for the shop at a cost not exceeding Rs. 150, without reference to the Labour Department.

(2) As a general rule arrangements should be made for grain shops to be managed by members of the existing staff. Where, however, this is not possible, Regional Inspectors are empowered to sanction additional staff up to the financial limits shown below:—

Number of persons to be served by shop.	Monthly permissible cost.
Up to 100	Rs. 30
101—200	Rs. 60
201—400	Rs. 75
401—600	Rs. 90
601 and above	Rs. 100

(3) Purchase from the shops should either be in cash or on vouchers signed by the trainees. In the latter case the expenditure of each trainee should be limited to Rs. 15 per month and the amount due from each trainee should be recovered from his stipend at the time of payment. Grain shops are not permitted to stock more than one month's requirements at a time.

(4) At training centres where members of the staff, whether instructional, clerical or inferior, are finding it difficult to secure food supplies, Heads of training centres may draw grain advances in respect of the staff as well as the trainees and apply either of the schemes outlined in paragraphs 38 and 39 (1) to the staff also. All expenditure incurred on account of staff should be recouped each month from their salaries at the time of payment.

(5) Heads of training centres should furnish a report to the Labour Department through the Regional Inspector concerned at the beginning of each month (i) stating the expenditure incurred in running the grain shop during the preceding month and (ii) showing that the credits advanced to trainees have been correctly recovered and adjusted.

40. **Bulk Purchases.**—As far as possible all bulk purchases of foodstuffs should be made in consultation with the local District authorities.

[TRD-1039.]

XI.—HOLIDAYS AND LEAVE

41. **Urgency of training.**—In view of the need to produce a quick output and keep the period of training as short as possible, it is necessary that the training courses should be continuous, i.e., without any break or vacation, and that leave and holidays should be restricted as much as possible.

42. **Paid holidays.**—Heads of training centres may allow not more than 10 holidays, excluding Sundays, in a year, for which full stipends may be paid. A list of such holidays should be prepared by the Head of the centre to suit local conditions and such lists should be approved by the Regional Inspector. They need not be referred to the Labour Department.

43. Casual leave.—(1) In addition to paid holidays, each trainee may be allowed one day's casual leave with full stipend in each calendar month during the period of his training. This leave may be accumulated, but trainees are not permitted to prefix or affix it to the leave or leave-cum-joining time allowed to them at the end of their training (see sub-paragraph 3).

(2) For reasons of an urgent domestic nature, trainees may also be allowed to take casual leave without stipends for not more than 10 days during the period of their training. This leave may not be combined with casual leave with stipends. As far as possible trainees who are allowed casual leave without stipends should be required to make up the lost time by working additional hours.

[TR-186, dated 22nd May 1941, TRA-186[132.]

(3) Before being posted to civil industry or Ordnance factories, trainees may be allowed 7 days casual leave with full stipend (to be advanced) and given their travelling expenses at the rate laid down in paragraph 94 from the training centres to their homes and from their homes to the factory to which posted.

[TRA-1252.]

(For enrolled trainees see Part II, paragraph 19.)

XII—MEDICAL ARRANGEMENTS

44. Medical treatment—Trainees are allowed such medical treatment as they require from time to time at the cost of the Central Government, and it is desirable that as far as possible every large training centre should have its own whole-time medical staff (see paragraph 45). Where this is not possible, the Central Government will be prepared to sanction in cases where a part-time medical staff is available the payment of an all-in medical fee not exceeding annas 9 per head per month to cover the cost of medical attendance, medicines, dressings, etc. Failing this, charges on account of the medical treatment of trainees up to Rs. 10 per trainee on any one occasion may be paid by Heads of training centres on their own authority. Expenditure in excess of this amount may be incurred when necessary, but the bills should be sent to the Regional Inspector concerned for subsequent sanction.

Note.—It is suggested that as a general rule the doctor's fee for visiting trainees should not exceed Rs. 2 per trainee per visit.

(TRA-186, dated 16th September 1941.)

45. Medical Staff.—(1) At all training centres with a seating capacity of 500 trainees, the following medical staff may be appointed by the Regional Inspectors at the cost of the Central Government:—

- (a) One Medical Officer (graduate), corresponding in rank to an Assistant Surgeon, on pay not exceeding Rs. 250 per month;
- (b) One Compounder on pay not exceeding Rs. 40 p.m.; and
- (c) One Dresser on pay not exceeding Rs. 20 p.m.

(2) For every additional block of 250 to 500 trainees over and above the first 500, the following additional staff may be sanctioned by the Regional Inspector:—

- (a) One Assistant Medical Officer, corresponding in rank to a Sub-Assistant Surgeon on pay not exceeding Rs. 100 per month;
- (b) One Compounder on pay not exceeding Rs. 40 p.m.; and
- (c) One Dresser on pay not exceeding Rs. 20 p.m.

(3) Where necessary, furniture of a cost not exceeding Rs. 200 and equipment including minor surgical instruments at a cost not exceeding Rs. 300, for each dispensary, may be sanctioned by the Regional Inspector.

(2) These allowances should be drawn and paid to the injured trainees by the Heads of the training centres on the 16th day from the date of disablement and thereafter half-monthly during the period of disablement without reference to the Regional Inspector or the Department of Labour. The particulars of each accident should however be reported to the Labour Department through the Regional Inspector.

[TRA-347.]

53.—**Patent medicines.**—In no circumstances should patent medicines be allowed to trainees at the cost of the Central Government. The term "patent medicines" means medicines which are not ordinarily stocked in local Government hospitals or dispensaries, but does not include vaccines, sera or other material required for injections, provided they are administered on a limited scale as a part of the treatment for specific ailments and the necessity for their use is certified by an officer not below the rank of an Assistant Surgeon.

[TRA-1-1170.]

54. **Training fees during absence due to sickness.**—Full training fees will be payable to training centres during absences of trainees in hospital or on medical leave.

[TRA-58(1), dated 19-9-41.]

XIII.—PHYSICAL TRAINING AND WELFARE

55. **Physical training.**—Many trainees are physically under-developed at the time of their admission to training centres and it is important that during the training period all should undergo a regular course of physical training and be encouraged to engage in outdoor games. Care should also be taken to see that all trainees receive an adequate daily supply of wholesome food.

56. **Hostel and welfare staff.**—(1) In order to give effect to the policy implied in the preceding paragraph and at the same time ensure that the most economical arrangements are made, it has been decided that Hostel or Assistant Hostel Superintendents who will be responsible for the management of hostels and the welfare of trainees, and Physical Training Instructors should be appointed at all training centres at the cost of the Central Government and that where convenient the two classes of posts should be combined.

Regional Inspectors are accordingly authorised to sanction the appointment of Hostel or Assistant Hostel Superintendents and Physical Training Instructors on the following scale:—

(i) For 100 trainees or less,	One post on Rs 80—4—100—5— subject to a minimum of 125.
:	30.
(ii) Between 101 and 250 trainees, subject to a minimum of 130	One post on Rs. 80—4—100—5— 125, and one post on Rs. 50—3—80—4—100.
(iii) From 251 trainees to 700, for every additional 150 trainees, subject to a minimum of 50 in each case.	One additional post on Rs. 50—3—80—4—100.

This scale may be repeated for each block or part of a block of 700 trainees.

Not.—Supernumerary trainees should not be taken into account.

(2) Where only one post is admissible under the above scale, the post should be a combined one of Hostel Superintendent-cum-Physical Training Instructor. Where two or more posts are admissible, at least

one of the posts should be a combined post. Where no hostels have been provided, one post of Physical Training Instructor on Rs. 50-3-80-4-100 will be admissible provided the sanctioned strength is at least 50. In such cases the holder of the post should be required to look after the welfare of the trainees as well as take the physical training classes.

(3) In sanctioning appointments under this paragraph, Regional Inspectors are authorised to give advance increments in suitable cases and start men on more than the minimum of the scales prescribed provided that in the case of the senior posts, appointments shall not be made on pay exceeding Rs. 100 per month, or of the junior posts on pay exceeding Rs. 65 per month. Where persons who are already in Government service are appointed, the appointments should not be made on pay exceeding 20 per cent. of their existing pay. Hostel Superintendents and Welfare Officers may be provided with rent free accommodation in the hostels but not with outside accommodation. Physical Instructors are not entitled to free accommodation unless they are also Hostel Superintendents or Welfare Officers. In other respects Hostel Superintendents, Assistant Hostel Superintendents, Welfare Officers and Physical Instructors are governed by the terms of service applicable to clerical staff (see section XXV).

(4) Regional Instructors are empowered to sanction inferior staff for hostels on the following scale :—

	<i>Sweeper.</i>	<i>Water Carrier.</i>	<i>Chowkidar.</i>
Up to 50 trainees 1	1	1
51 to 100 trainees 2	2	1
101 to 200 trainees 4	4	2
For every additional 100 trainees 2	2	*1

*For every 200 trainees.

Where necessary a separate Chowkidar may be allowed for each block of buildings.

The above scale should be treated as a maximum and inferior servants should be appointed on local rates of pay not exceeding Rs. 20 p.m. plus any excess of local dearness allowance over the dearness allowance sanctioned by the Central Government.

57. Sports Grant.—In addition to the appointments provided for in the preceding paragraph, Regional Inspectors are authorised to sanction for each training centre in their charge a monthly grant from the Central Government not exceeding annas 4 per trainee towards the cost of games equipment, preparation and maintenance of playgrounds and generally for the provision of recreational amenities at training centres. Heads of training centres are requested to see that the fullest use is made of this concession. It is not necessary that unspent balances from the grant should be refunded at the end of every month; they may be carried forward and used in subsequent months.

NOTE.—In special cases a lump sum grant calculated at the rate of one rupee per trainee subject to a maximum of Rs. 150 may be sanctioned by the Labour Department for initial expenditure on equipment for games, levelling of ground, etc.

(For enrolled trainees see Part II, paragraph 18.)

[TRA-76, dated 24-6-41, TR (A-1)-2160 (1), dated 27-8-42]

XIV.—DISCIPLINE

58. Enforcement of rules.—Subject to the provisions of the following paragraphs in this Section and to such relaxations as the Head of the training centre considers necessary or desirable all trainees will be governed by the ordinary rules and customs of the training centres to which they are attached.

(4) The stipends of trainees who are discharged for misconduct and whose undertakings expressly provide for the refund of stipends in the event of such discharge, will be recovered in the manner indicated in paragraph 66. In these cases no payment should be made to the trainees at the time of their discharge.

(5) Where at the time of a trainee's discharge dues are outstanding against him on account of messing or hostel charges or both, the Head of the centre should draw the stipend due to the trainee up to the date of his discharge and after deducting the amounts due on account of hostel rent and messing charges refund the balance, if any, to the treasury. If the amount due to the training centre is more than the stipend drawn particulars of the case should be referred to the Labour Department through the Regional Inspector for sanction to draw the excess from the treasury. Where trainees have made their own arrangements for living and messing, the Central Government accept no responsibility for the rent and messing charges and these should not be paid by the Head of the centre.

(6) The signed undertakings of trainees who are discharged otherwise than for medical unfitness should be forwarded to the Chairman of the Tribunal after endorsement with the words "Discharged on..... for". Cases of discharge need not be reported to the Central Government provided the details are shown in the monthly progress reports.

NOTE.—Normally the Chairmen of Tribunals will exercise their power to discharge only in cases in which adverse police reports are received and under the terms of paragraph 78(9).

(For enrolled trainees see Part II, paragraph 24.)

[TR-129, dated 2nd May 1941, TR-273, dated 19th June 1941 and TR-272(4), dated 25th June 1941]

66. Recoveries of stipends—(1) If after admission to a training centre, a trainee resigns, absconds or leaves the training centre of his own accord, he becomes liable to refund the stipends which he has drawn up to that date and as far as possible, no trainee who has not passed the prescribed trade tests should be permitted voluntarily to leave a training centre unless he first deposits in cash the total amount of stipends drawn by him up to the date of resignation together with any dues which may be outstanding against him.

(2) If a trainee leaves a training centre without the permission of the Head of the centre, or resigns for any purpose other than to join a tradesman's post in a technical branch of the Services without depositing the stipends drawn by him, or if a trainee who is discharged for misconduct and whose undertaking provides for the refund of stipends in case of such discharge, leaves a training centre without repaying the stipends due from him, the Head of the centre should forward his signed undertaking to the Chairman of the National Service Labour Tribunal and furnish the following particulars so that steps may be taken to secure a refund of the amount due under the terms of his undertaking :—

- (i) Name.
- (ii) Father's name.
- (iii) Permanent home address.
- (iv) Date of joining classes.
- (v) Date of leaving classes.
- (vi) Total amount of stipends drawn.
- (vii) Details of other outstanding dues, if any, viz
 - (a) clothing advance or grant, cast of badge.
 - (b) hostel charges.
 - (c) joining or grain advance.
 - (d) value of tools lost or removed.

NOTE—(1) Trainees who leave training centres without permission and join the Armed Forces as clerks whether in a technical or non-technical branch are not exempt from the liability to refund the stipends paid to them.

(2) Once a trainee enrolls as a tradesman in a technical branch of the Armed Forces, he must be regarded as having fulfilled the terms of his undertaking and if he absconds after enrolment, the stipends paid to him cannot be recovered. In such cases action will be taken against the trainee under the Indian Army Act (see Part II, para 25).

(3) Travelling allowance paid to a trainee on joining a training centre and dues on account of fines or deductions for absence from duty are not recoverable and should be excluded.

67. Absconders.—(1) A trainee who absents himself from a training centre for 10 consecutive days without permission and without informing the Head of the training centre of the reasons for his absence should be treated as an absconder and struck off the rolls with effect from the 11th day of his absence. If a trainee returns to a training centre after having been struck off as an absconder, he may be re-admitted by the Head of the centre provided he gives a satisfactory explanation of his absence. Such cases should be reported to the Tribunal so that any action which may have been taken to secure a refund of the stipends paid to the trainee may be dropped.

NOTE.—These instructions do not apply to enrolled trainees, (see Part II, paragraph 25) but if an enrolled trainee absents himself for more than 10 days, training fees may not be drawn in respect of the absconding trainee on and from the 11th day.

[TRA-273, dated 17th June 1943, TRA 273/99, TRA-273/107, TR-58 (1), dated 8th August 1941 and TRA-408, dated 9th February 1942.]

(2) If a trainee who has absconded is able to show at any subsequent date that he has actually joined one of the technical branches of the Armed Forces as a tradesman, the Technical Recruiting Officer should be informed and the trainee should be shown in the records of the training centre as having been allotted to the particular Service in which he is enrolled. In such cases the stipends paid to the trainee will not be recovered and the Head of the centre should report the fact to the Tribunal so that any action which may have been taken in this direction may be dropped.

(3) Hostel and messing charges due from absconding trainees should be recovered in accordance with the procedure laid down in paragraph 65(5).

68. Vacancies.—If a trainee is discharged from or leaves a training centre during the period of his training, the vacancy so caused and the trade in which it occurred should be reported at once by the Head of the training centre to the Chairman of the National Service Labour Tribunal or other recruiting authority, who, if the vacancy is an original one, will select a candidate and direct him to join the training centre immediately. The Chairman of the Tribunal or other recruiting authority will supply the Head of the centre with particulars of the candidate so selected and instruct the candidate to produce his identity card and hand over the written undertaking in the prescribed form to the Head of the training centre on his arrival at the centre (see paragraph 4). The same procedure will be followed by Tribunals and other recruiting authorities in the case of such secondary vacancies as are to be filled under the instructions of the Labour Department.

NOTE.—"Original vacancy" means a vacancy which has never been filled or which is caused by the departure of a trainee from a training centre for any reason without having passed the prescribed trade tests and without being accepted for enrolment in one of the Armed Forces.

"Secondary vacancy" means any vacancy which is caused by the departure of a trainee from a training centre after having passed the prescribed trade tests or after being enrolled or accepted for enrolment in one of the Armed Forces.

[TB-40-I, dated 2nd July 1941.]

XVI.—INSPECTIONS AND REPORTS

69. **Regional Inspectors.**—It is the duty of Regional Inspectors to visit the training centres in their charge as frequently as possible and inspect and advise on the training and the work of the trainees. Regional Inspectors have instructions to submit the trainees to tests from time to time, check the efficiency of the instructors and assist Heads of training centres in all matters affecting the training classes. It is hoped that Heads of centres will consult the Regional Inspectors on all matters affecting the classes and the trainees and be guided to the fullest extent by their advice and suggestions. In addition to the inspections made by Regional Inspectors, periodical inspections will be made by the Director and the Deputy Directors of Training, and Heads of training centres are asked to give these officers every facility during their visits and to implement without delay any suggestions or proposals which they may make.

70. **Technical Recruiting Officers**—Recruitment to the technical branches of the Armed Forces is in the hands of Technical, Deputy Technical and Assistant Technical Recruiting Officers who work under the orders of the Adjutant-General in India. The immediate object of the Technical Training Scheme is mainly to provide trained men for the technical branches of the Services and as it is the duty of the Technical Recruiting Officers to enrol such trainees as are suitable and willing to join the forces, the Technical Recruiting Officers and their Deputies and Assistants have a very real interest in the scheme. These officers will pay regular visits to training centres and Heads of centres are requested to give them every assistance in securing recruits and furnishing any information which they require. A list of the Technical, Deputy Technical and Assistant Technical Recruiting Officers is given in Appendix IV.

71. **Technical Visiting Officers**—In addition to the Regional Inspectors and Technical Recruiting staff, a certain number of officers of the Indian Electrical and Mechanical Engineers, the Indian Engineers and Ordnance Factories have been appointed to visit training centres on behalf of the Armed Forces and the Ordnance Factories Directorate. The duties of these officers will be to inspect training centres and consult the Regional Inspectors and Heads of centres from time to time with a view to ensuring that the training given is in accord with the needs of the Services and Ordnance Factories, as well as of industry generally, and where possible to assist in the trade testing of trainees.

72. **Progress reports.**—As soon as training begins at a training centre, the Head of the centre should forward to the Labour Department of the Central Government a report in form given in Appendix X showing the numbers of trainees by trades who have joined for training. Thereafter the Head of the centre should prepare a monthly report on the progress of training in the same form and forward on the 1st day of every calendar month, one copy of the report simultaneously to the Labour Department, the Regional Inspector and the Tribunal concerned. Regional Inspectors and Tribunals need not forward their copies of the progress report to the Labour Department, but if they have any remarks to make on the report of any centre, they should send a memorandum separately to the Labour Department.

(For Civilian centres see Part II, paragraph 9.)

XVII.—TRADE TESTING

73. **Trade Testing Panels**—(1) A trade testing panel has been formed for each circle consisting of Engineer Officers and technical representatives of the Labour Department. It is the duty of these panels to carry out all trade tests on behalf of the Services, Ordnance factories and industry. The Technical Recruiting staff will not in future be responsible for carrying out trade tests.

(2) The trade testing panels will work under the direction and control of the Director of Training to whom they will be responsible for the adequacy and uniformity of the tests applied and the standards imposed.

[TRA-I-216.]

74. Trade Tests.—(1) Before any trainee is passed out for employment in the Armed Forces, Ordnance Factories or civil industry, he will be submitted to a trade test under arrangements to be made either at the centre at which he is being trained or at an outside centre in the vicinity by the Head of the training centre in consultation with the Trade Testing Panel under advice to the Regional Inspector and the Technical Recruiting Officer. Sample specifications of the trade tests which trainees will be required to pass will be supplied to Heads of training centres.

(2) To avoid delay and enable the Trade Testing Panels to prepare programmes of their work well in advance of their tours, Heads of training centres are requested to forward periodical forecasts of the trainees in their charge who are likely to be ready for trade testing at such intervals and in such form as may be fixed by the panels. The addresses of the panels will be published in the monthly Directives.

[TRA-216, dated 2-4-41.]

75. Precautions during tests.—It is of the utmost importance that during the carrying out of trade tests every precaution should be taken against the possibility of impersonation or substitution of finished articles from the bazar for the trade test pieces. Trainees should be kept under observation throughout the tests and each test piece should be marked in such a way as to make substitution impossible. If a trade test extends over more than one day, the test pieces should be labelled and kept under lock and key until wanted the next day. Trainees should be searched before and after each day's work, and where possible, the tests should take place in a trade testing room.

76. Tests at outside centres.—(1) If a trainee is required to undergo a trade test at any place outside a radius of five miles from the training centre, the Head of the centre should pay him his travelling expenses in accordance with the provisions of paragraphs 93 to 95.

[TRA-418, dated 23-1-42.]

(2) Travelling allowance may be granted to members of the instructional staff deputed by Heads of training centres to accompany trainees who are required to undergo trade tests under the terms of sub-paragraph (1) at the following rates:—

Employees of the Central Government. At the rates mentioned in paragraph 115.

Employees of Provincial Governments. At the rates admissible to them under the Travelling Allowance Rules of the Provincial Government concerned.

Employees of private institutions, workshops and factories. . . . Government employees of corresponding status.

[TRA-418, dated 23-1-1942.]

77. Trade Test Certificates.—A trade test certificate in the form given in Appendix XII signed by the officer who supervised the trade tests and countersigned by the Chairman of the Panel will be issued in respect of each trainee who passes the prescribed trade tests. These certificates should not be handed over to passed trainees until they have joined the Service or factory to which they have been allotted. They may however be given to trainees for whom no employment is immediately available.

[TRA-350, dated 23-6-41.]

(4) If additional staff or equipment are not provided or paid for by the Central Government, a special rate of training fee may be agreed upon between the training centre and the Central Government.

[TRA-215(1), dated 26-5-41 and TR-58(1), dated 19-12-40.]

86 Receipts and payments.—Regular accounts of receipts and expenditure supported by vouchers should be maintained at all training centres. Appendix XIII shows the statement of each financial year ending on the 15th of the month

following that to which the expenditure relates. The statement should be confined to expenditure which has been incurred and drawn from the treasury. The procedure for drawing training fees, stipends, contingent and other bills is outlined in Appendix IX.

[TRD-7218, TRD-724625 and TRA-72(1), dated 4-9-41.]

87. Contingent expenditure.—Each training centre is normally provided with a permanent advance at the rate of Re. 1 per trainee calculated to the nearest sum of Rs. 5 subject to a minimum of Rs. 10. This advance may be used to meet expenditure on pay of menial staff (e.g., sweepers, watermen, chowkidars, etc.), stamps, purchase of Government publications, travelling and subsistence allowance to trainees where admissible (see paragraphs 93 and 95), medical expenditure if separate medical staff has not been appointed, cost of repairs to and washing of workshop clothing, freight and coolie hire and cartage on stores, lighting of and taxes on hostel accommodation provided by the Central Government and other contingent expenditure connected with such hostels including rent of hired houses, costs of disinfectants, brushes, cleaning materials, etc. It may not be used to meet workshop contingencies, for the purchase of stationery or for any other purposes than those stated above without special sanction. All other expenditure should be met from the training fees.

88. Accounts Forms.—The following forms required for the drawal of funds from the treasury may be obtained from the Manager, Central Forms Store, 166, Dharamtala Street, Calcutta.

- (1) C.A.C. form No. 10.
- (2) C.A.C. form No. 10B
- (3) C.A.C. form No. 11 (Outer)
- (4) C.A.C. form No. 14.
- (5) C.A.C. form No. 15B.
- (6) C.A.C. form No. 16.
- (7) C.A.C. form No. 18.
- (8) S form No. 59.

89. Recovery of advances.—In order to avoid hardship to trainees who have taken an advance of stipend or a clothing or any other advance except a grain advance on joining a training centre, it has been decided that where more than one advance, excluding grain advances (see paragraph 38), has been given to a trainee who gets less than Rs. 30 p.m. as stipend, the total monthly recoveries on account of all the advances taken together should not exceed Rs. 4.

[TRA-58157.]

90. Inspection and Audit.—Regional Inspectors are expected to make occasional inspections of the accounts and to ensure that the system is working satisfactorily. Heads of training centres are requested to afford the Inspectors the fullest assistance in this duty. Separate arrangements will be made by Accountants General and Comptrollers for the audit of accounts and Regional Inspectors are not expected to perform this function.

83. Travelling expenses.—(1) All trainees who on passing their trade tests are selected for employment or are discharged pending allocation to a factory are entitled to travelling expenses from the training centre to their homes or the place of posting and if they go to their homes, from their homes to the factory in accordance with the terms of paragraphs 94 and 95.

[TR-56/40, dated 18-11-40.]

84. Disposal of undertakings.—As and when trainees leave training centres after passing the prescribed trade tests or on being enrolled or selected for enrolment in the Services, their signed undertakings should be forwarded to the Chairman of the Tribunal for disposal.

[TRA-350, dated 15-9-41.]

XIX.—TRAINING CHARGES AND ACCOUNTS

85. Training charges.—(1) To avoid delay in opening training centres and keep down overhead costs and expenditure on tools, plant and instructors, the training scheme is based on the principle that the fullest possible use should be made of existing technical institutions and workshops and that only the out-of-pocket expenses of the training centres should be met by the Central Government. As the training scheme forms an important part of the war effort it is felt that this principle will be generally accepted.

(2) The Central Government will pay the cost of any additional equipment, tools or staff required at training centres and in addition will pay in advance a sum of Rs. 7 per head per month for the training of each man. In the case of Gas and Electric Welders a fee of Rs. 25 and Rs. 17 $\frac{1}{2}$ per head p.m., respectively, will be paid. These rates include the cost of all consumable stores, such as oil, steel, cotton waste, miscellaneous raw materials, hand tool replacements, repairs to equipment on account of wear and tear, stationery (excluding accounts forms), as well as the cost of light and power other than for 2nd shift working, allowances, if any, to existing instructional, clerical, and inferior staff and use of existing buildings and equipment. The rates do not include any charges connected with hostels; or hostel, medical or physical training staff or Language or Education Instructors which may be drawn from the treasury separately provided they have been expressly sanctioned by the Central Government or the Regional Inspector.

NOTE.—A sum of Rs. 2 p.m. per trainee will be given, where necessary, towards the cost of power and lighting for second and third shift working, in the case of Turners and Machinists only.

(3) Of the fee rates of Rs. 7, Rs. 25 and Rs. 17 $\frac{1}{2}$ per head per month, a sum of Rs. 2 per head per month is intended primarily to meet the cost of allowances to existing staff for overtime work and extra duties and to compensate that staff for loss of vacations and holidays. Heads of training centres will decide which members of their staff will receive allowances and at what rates. It is not intended that every member of the staff should receive extra remuneration. Allowances should be confined to those who actually have to spend extra time on work directly connected with training and who as a result of the training scheme have to forego holidays and vacations. It is suggested that in fixing the allowances to be paid preference should be given to the lower paid staff and that save in exceptional circumstances the allowance should not exceed 20 per cent. of the substantive pay of the staff concerned.

NOTE.—If Heads of training centres are in any doubt as to the correct distribution of allowances, they should consult the Regional Inspector.

(4) If additional staff or equipment are not provided or paid for by the Central Government, a special rate of training fee may be agreed upon between the training centre and the Central Government.

[TRA-215(1), dated 26-5-41 and TR-58(1), dated 19-12-40.]

86. Receipts and payments.—Regular accounts of receipts and expenditure supported by vouchers should be maintained at all training centres and a monthly statement in the form given in Appendix XIII showing the expenditure incurred from the beginning of each financial year should be submitted to the Labour Department by the 15th of the month following that to which the expenditure relates. The statement should be confined to expenditure which has been incurred and drawn from the treasury. The procedure for drawing training fees, stipends, contingent and other bills is outlined in Appendix IX.

[TRD 72/18, TRD-72/4625 and TRA-72(1), dated 4-9-41.]

87. Contingent expenditure.—Each training centre is normally provided with a permanent advance at the rate of Re 1 per trainee calculated to the nearest sum of Rs 5 subject to a minimum of Rs 10. This advance may be used to meet expenditure on pay of menial staff (e.g., sweepers, watermen, chowkidars, etc.), stamps, purchase of Government publications, travelling and subsistence allowance to trainees where admissible (see paragraphs 93 and 95), medical expenditure if separate medical staff has not been appointed, cost of repairs to and washing of workshop clothing, freight and cooly hire and cartage on stores, lighting of and taxes on hostel accommodation provided by the Central Government and other contingent expenditure connected with such hostels including rent of hired houses, costs of disinfectants, brushes, cleaning materials, etc. It may not be used to meet workshop contingencies, for the purchase of stationery or for any other purposes than those stated above without special sanction. All other expenditure should be met from the training fees.

88. Accounts Forms.—The following forms required for the drawal of funds from the treasury may be obtained from the Manager, Central Forms Store, 166, Dharamtala Street, Calcutta.

- (1) C.A.C. form No. 10.
- (2) C.A.C. form No. 10B.
- (3) C.A.C. form No. 11 (Outer).
- (4) C.A.C. form No. 14.
- (5) C.A.C. form No. 15B.
- (6) C.A.C. form No. 16.
- (7) C.A.C. form No. 18.
- (8) S form No. 59.

89. Recovery of advances.—In order to avoid hardship to trainees who have taken an advance of stipend or a clothing or any other advance except a grain advance on joining a training centre, it has been decided that where more than one advance, excluding grain advances (see paragraph 38), has been given to a trainee who gets less than Rs. 30 p.m. as stipend, the total monthly recoveries on account of all the advances taken together should not exceed Re. 4.

[TRA-58/167.]

90. Inspection and Audit.—Regional Inspectors are expected to make occasional inspections of the accounts and to ensure that the system is working satisfactorily. Heads of training centres are requested to afford the Inspectors the fullest assistance in this duty. Separate arrangements be made by Accountants General and Comptrollers for the audit accounts and Regional Inspectors are not expected to perform this function.

01 Budget Head for Expenditure—(1) All expenditure under the Technical Training Scheme is debitable to the Head " 64-Miscellaneous expenditure connected with the war, 1939-II-Scheme for the training of skilled artisans". Advances to trainees on account of clothing and stipends should however be debited to the head " Part III—Advances Repayable—Civil Advances".

(2) All expenditure incurred on trainees enrolled in the army whether at Civil or Civil Centres will be debited in the first instance to the head mentioned in sub-paragraph (1) but will be debited ultimately to Defence Estimates (see Part II, paragraph 29). All monies required for payments to or on account of enrolled trainees should, therefore, be drawn on separate bills marked " Civil Plan—Enrolled Trainees".

02 Recoveries—Recoveries from trainees on account of clothing and stipend advances should be credited into the local treasury under the head " Part III—Advances repayable—Civil Advances", while those on account of hostel charges should be adjusted by short drawals in the bills for stipends and exhibited under the sub-head " II-7 Deduct recoveries" in the monthly expenditure statements. Recoveries from Railway, Steamer or other Companies for shortages of stores or damage to goods should be credited into the Local Treasury under the head " LII-Receipts connected with the War, 1939—Unclassified items".

[TRD 2052 and TRD 72/138.]

XX—TRAVELLING ALLOWANCE

03 When admissible— Travelling allowance is admissible to trainees for the following journeys provided the distance involved exceeds five miles.—

- (i) To join training centres after selection
- (ii) To receive medical treatment or undergo medical examination.
- (iii) To return home if found medically unfit.
- (iv) To return home if discharged for backwardness, or as the result of adverse police reports.
- (v) To undergo trade tests away from their training centres.
- (vi) On transfer to another training centre in the public interest.
- (vii) To join a post in an Ordnance or a civil factory on completion of training.
- (viii) To visit their homes on leave pending posting to an Ordnance or a civil factory.
- (ix) To join a post in an Ordnance or a civil factory on termination of leave.
- (x) To return home on being discharged after passing the trade test.
- (xi) From training centre to the office of the Tribunal in order to be considered for employment other than that for which he was earmarked.
- (xii) From the office of the Tribunal to home after registering

Inspector before presentation at the treasury. Separate accounts showing the expenditure on these items should be maintained and the expenditure in each case should be added to the cost of equipment in the Stock Register (see paragraph 103).

[TR-58 (1), dated 25th January 1941.]

99. **Shortages and breakages.**—(1) The following procedure should be observed in taking delivery of consignments of equipment, tools or stores from the railways. The boxes or packages should be weighed before being taken over and the weight compared with that stated in the Railway Receipt. If there is any discrepancy between the actual weight and the weight shown in the Railway Receipt, or if a box or package shows signs of having been tampered with, the box or package should be opened in the presence of the Goods Clerk and the contents listed and signed by both parties. If any articles are missing, a claim for the shortage should be lodged at once against the railway and the consignor informed accordingly. Once a box or package has been signed for and removed from the railway premises, no claim for shortages can be made against the railway. In cases where machines are suspected to have been damaged during transit, open delivery should be taken from the railway and a claim put in for the cost of the damage if the suspicion is subsequently confirmed.

(2) Suppliers will not ordinarily accept the liability for damage unless the broken article is submitted for their inspection before any repairs are carried out. In order, however, to avoid delay in training when equipment supplied at the cost of the Central Government arrives in damaged condition, the nature of the damage and an estimate of the cost of repairs should at once be sent to the Labour Department through the Regional Inspector for sanction to the carrying out of the repairs. A copy of all such reports should also be sent simultaneously to the Director of Supplies, Calcutta, so that he may take up the matter with the suppliers.

(3) Particulars of shortages and breakages of equipment sent out to training centres by the Director of Supplies or under his instructions should be reported to him with the least possible delay in order to enable him to take suitable action.

* (4) The cost of shortages or damage when recovered should be credited to Central Revenues as indicated in paragraph 92.

[TR-28, dated the 3rd June 1941, TRD-2060, TRD-28-VIII.]

100. **Supply Department Bills.**—On receipt of the Supply Department bills for equipment, tools or stores supplies, Certificate No. 2 on the back of the form should be filled in and signed legibly by the Head of the training centre. In filling the certificate under the heading "Classification for the purposes of adjustment of the charges", entries should be made on the following lines:—

(1) Head of charge (Major, minor, detailed head, primary and secondary unit).

61—Miscellaneous expenditure connected with the war—II—Scheme for the training of Skilled Artisans—II. 6—Other Charges.

(2) Month and year to which the charges relate.

January 1943 or 1944 (as the case may be).

(3) Designation of the Accounts Officer by whom adjustable.

Accountant General or Comptroller of the Province concerned, or in the case of Indian States, the Accountant General of the Province with whom the State is in account.

(4) Name of the Provinces to Punjab, Bombay, etc., as the case may be.

On completion of the bills, they should be forwarded to the Deputy Controller of Supply Accounts, Calcutta. The bills should not be sent to the Labour Department.

[TR-28, dated 17th May 1941.]

101. Replacements.—The Director of Supplies will replace tools lost or damaged by trainees from his stock on receipt of a requisition from the Head of the training centre along with a certificate that the cost of the tools will be deposited in the local treasury (see paragraph 61) and the receipt furnished to the Director in due course. In such cases the treasury receipt should be sent to the Director of Supplies as soon as possible.

102. Repairs.—The cost of repairs to equipment on account of wear and tear should be met out of the training fees. The Central Government will bear the cost of repairs to equipment supplied at its expense only in the event of breakage or defects due to faulty manufacture.

[TRD-2052 & TRD-28, VIII.]

103. Stock register.—Every training centre should maintain a register of all tools and equipment provided at the cost of the Central Government either by local purchase or through the Director of Supplies giving a brief description of each item, date of receipt, bill or invoice number and date, the cost, the freight and incidental charges incurred in taking delivery from the Railway or Steamer Company. All articles included in the stock register should be verified half yearly by actual count by the Head of the training centre or a responsible officer deputed by him for the purpose and a certificate of verification recorded in the stock register under his dated signature.

104. Annual returns.—Training centres are requested to forward annually on the 1st April to the Department of Labour a return showing the equipment, tools, instruments, etc., purchased by them locally or supplied by firms direct (not through the Director of Supplies) at the cost of the Central Government during the preceding financial year. The return should be prepared in the form given in Appendix XIV.

[TRD-2032.]

105. Ownership and care of equipment.—Unless otherwise stated in the letters of sanction, all equipment (including furniture and fittings) supplied by the Central Government will remain the property of the Central Government. Some of the instruments supplied are delicate and costly and Heads of training centres are requested to take measures to ensure that all the equipment supplied to them is treated with the greatest care. The responsibility for the safety of tools issued to trainees rests with the trainees themselves and before a trainee proceeds on leave or is allowed to resign or is discharged, he should be required to return or account for all tools issued to him (see paragraph 82). Interchanges of tools and machines between training centres are not permissible without the prior approval of the Labour Department.

[TR-43 (1), dated 25th June 1941.]

106. Disposal of equipment at closed centres.—Equipment supplied to training centres which have been closed should be removed and stored at one or more of the larger training centres in each circle until required. Regional Inspectors should have lists of the equipment prepared and arrange for it to be supplied to other training centres by way of replacements or additions as and when required. The Director

Mistry Instructors.

Candidates should have served an apprenticeship in the trade and have had at least 3 years' subsequent practical experience. They should also be able—

- (a) to read and write :
- (b) to read and work to drawings ; and
- (c) to use measuring instruments.

A knowledge of English is an additional qualification.

Supervisor Instructors.

Candidates should—

- (i) have passed the matriculation or an equivalent examination ;
- (ii) have completed a course of instruction at an engineering college or technical institution ;
- (iii) have served an apprenticeship in the trade and have had considerable practical experience ;
- (iv) be able to read and work accurately to drawings ; and
- (v) be not less than 25 years of age

113. Pay.—(1) The following time-scales of pay have been sanctioned for all whole-time technical instructors employed by the Central Government at training centres under the Technical Training Scheme.—

	Rs.
(i) Assistant Instructors*	50—5—65
(ii) Mistry Instructors (including instructors in elementary drawing)	70—10—120
(iii) Wireless Operators, Draughtsmen (high grade) and Surveyor Instructors	125—12—185
(iv) Supervisor Instructors and Assistant Chief Instructors	185—12—195

Special grades.†

(v) Senior Instructors* (non-Mistry type) ..	100—10—150
(vi) Superintendents of Workshops or Chief Instructors	200—20—300

*For the purpose of the scale given in paragraph 111, these classes of Instructors will be regarded as Mistry Instructors.

†These grades occur only in certain provinces.

(2) The compensatory allowances granted by Provincial Governments to their own staff at certain stations will not be admissible in addition to these scales, but dearness allowance will be payable on the scale and to the extent stated in Appendix VIII.

(3) Regional Inspectors are empowered to sanction the creation of posts of all categories of instructor except those of Workshop Superintendent or Chief Instructor, up to the limits indicated in the table given in paragraph 111 on the scales of pay given in sub-paragraph (1). Ordinarily new instructors should be appointed on the minimum of the time-scales but where in the opinion of a Regional Inspector the experience and qualifications of a candidate justify it, the Regional Inspector is authorised to allow him to three advance increments.

(4) Instructors promoted to act in a class above their own should automatically be allowed to draw the minimum of the higher scale. If they are already drawing that rate or a higher rate, they will draw pay at the stage in the higher time-scale next above their pay in the lower scale. Mistry instructors after completing one year's service on the maximum of their scale may be brought on to the next higher stage in the time scale for Senior Instructors.

(5) The grant of increments in the time-scales of pay is subject in all cases to efficiency, regular attendance and good conduct. In order to qualify for increments under the new scales of pay, instructors should be complied with:—

Mistry Instructors—

(1) should be thoroughly competent in their trades ;
 (2) should be able to instruct in the use of all measuring instruments used by their trades ;
 (3) should be able to read and work to drawings ;
 (4) should be able to instruct their classes in theory up to the standard of lectures supplied ;
 (5) should see that the trainees' progress cards are maintained and kept up to date ; and
 (6) should be conscientious in the performance of their duties.

NOTE.—A conscientious instructor should—

- (a) know all the boys for whom he is responsible provided they have been at work for 2 or more weeks;
- (b) know what work each boy has so far carried out;
- (c) ensure that all the tools in use by his class are properly maintained; and
- (d) possess sufficient power of control to ensure that he is respected by the trainees and that they carry out his instructions.

Supervisor Instructors—

- (i) should have instructors classes for 3 hours a week in effective operation ;
- (ii) should command the respect of all the instructors under them ;
- (iii) should have good programmes in operation ; and
- (iv) should have all the instructors and trainees for whom they are responsible on their toes.

[TRA-1000-11(17)]

114. War bonus.—A bonus equal to one day's pay for each completed month of continuous employment under the Labour Department from the date of employment up to the date of cessation of hostilities will be granted to every technical instructor employed at the cost of the Central Government on his discharge at the end of the war provided that :—

- (a) he is not entitled to any other bonus;
- (b) he has rendered continuous approved service until discharged and not less than one year's approved service before the date of cessation of hostilities; and
- (c) he is discharged within 15 months of the date of cessation of hostilities.

NOTE.—This concession does not apply to Educational or Language Instructors, Physical Instructors, Specialist Instructors, Medical Officers, Welfare Officers, Hostel or Anti Hostel Superintendents, or Clerical or Inferior Staff.

[TRA-I.1156.]

115. Terms of service—(1) The terms of service of members of the permanent instructional or workshop staff at training centres remain unaltered by the application of the Training Scheme.

(2) Technical instructors appointed to training centres at the cost of the Central Government are in temporary posts and their services may be terminated on one month's notice.

(3) Technical instructors appointed at the cost of the Government may be allowed leave with pay equivalent to 1^{1/2} days

period spent on duty provided that when the earned leave due amounts to 30 days, no further leave shall be earned. The leave salary admissible during such leave will be the pay admissible to the instructor on the day before the leave commences. In addition to earned leave, Instructors may be allowed extraordinary leave without pay for a period not exceeding 3 months on any one occasion with the sanction of the Regional Inspector who will be guided by the Central Government's Revised Leave Rules. Instructors who have completed one year's service may be allowed leave on medical certificate for a maximum period of 15 days for every completed year of service less any leave already taken. Casual leave with pay up to 10 days in a year may also be granted at the discretion of the Heads of training centres provided there is no interference with training.

NOTE.—It is important that the leave granted to instructors whether members of the regular staff or specially appointed at the cost of the Central Government should not interfere with training. The grant of leave should, therefore, be arranged in such a way that training may continue intensively and without interruption.

(4) Technical instructors appointed at the cost of the Central Government may be allowed free medical attention to the extent allowed to trainees and subject to the conditions laid down in paragraph 44, but will not be provided with free diet or free accommodation while in hospital. The Workmen's Compensation Act will apply to such instructors and the Central Government will accept the employer's liability in their case as in the case of trainees.

(5) Technical Instructors appointed to training centres at the cost of Central Government are not entitled to free living accommodation.

(6) In the case of instructors appointed to technical training centres by National Service Labour Tribunals or the Central Government under section 7 or 10 of the National Service (Technical Personnel) Ordinance, 1940, the pay and terms of service of the instructors will be such as are laid down by the Tribunal or the Central Government, as the case may be.

[TRA-347, dated 22nd July 1941; TRA-401, dated 11th August 1941, and TRA 401, dated 26th February 1942]

116. Travelling allowance.—(1) Technical instructors employed by the Central Government may be granted travelling allowance as follows:—

	<i>If the pay of the instructor is</i> <i>Rs. 175 or less</i>	<i>If the pay of the instructor</i> <i>exceeds Rs. 175.</i>
(a) On duty:—	Cost of one and a half inter class fares for rail and/or steamer journey, annas two per mile for road journeys and subsistence allowance at the rates mentioned below:— For instructors whose pay is Rs. 25 and less—12 annas a day or part of a day; For instructors whose pay exceeds Rs. 25 at annas two for every Rs. 12½ or fraction of Rs. 12½ of pay, per day or part of day.	Cost of one and a half second class fares for rail and/or steamer journey, annas four per mile for road journeys and subsistence allowance at annas 2 for every Rs. 12½ or fraction of Rs. 12½ of pay, per day or part of day.
(b) On transfer— For rail journeys:—	Cost of 3 fares of inter class accommodation and an extra fare for each adult member of his family who accompanies the instructor and for whom full fare is actually paid and one-half fare for each child for whom such fare is actually paid.	Cost of 3 fares of second class accommodation and an extra fare for each adult member of his family who accompanies the instructor and for whom full fare is actually paid and one-half fare for each child for whom such fare is actually paid.

	<i>If the pay of the instructor is Rs. 175 or less</i>	<i>If the pay of the instructor exceeds Rs. 175</i>
(b) <i>On transfer</i> —could, <i>For journeys by road</i> —	Mileage allowance at annas four per mile for the instructor and additional mileage allowance at annas two per mile if two mem- bers of his family accompany him, but at annas four per mile if more than two members of his family accompany him.	Mileage allowance at annas eight per mile for the instructor and additional mileage allowance at annas four per mile if two mem- bers of his family accompany him, but at annas eight per mile if more than two members of his family accompany him.
<i>Carriage of personal effects</i> —	By goods train up to 12 maunds if without family and up to 16 maunds if with family.	By goods train up to 20 maunds if without family and up to 30 maunds if with family.

(c) *On joining first
appointment*—

Travelling allowance will be admissible to instructors on joining their first appointments only if they are conscripted under sections 7 or 10 of the National Service (Technical Personnel) Ordinance or are already in Government service or have been trained by Government for appointment as instructors (see paragraph 120). In such cases travelling allowance will be paid at the rates laid down in paragraph 131.

(2) The travelling allowance bills of instructors to whom travelling allowance is admissible will be countersigned by the Regional Inspector concerned and drawn from the treasury by the Heads of training centres to which the instructors are posted.

NOTE.—The above rates of travelling allowance are applicable also to other members of the Instructional staff who are employed wholly at the cost of the Central Government.

[TRA-460, TRA-89, dated 20th March 1941, TRB-630, dated 4th November 1941.]

117. *Verification of antecedents*—The character and antecedents of technical staff employed at training centres at the cost of the Central Government should be verified before their appointment or as soon after as possible. The forms given in Appendix V should be used and the references should be made to the authorities given in Appendix VI. The character and antecedents of candidates selected for training as instructors (see paragraph 122) should be verified as soon as possible after their selection for training and in such cases it will not be necessary to carry out a fresh verification when they are posted to training centres as instructors. Fresh enquiries need not be instituted in the case of men who were in Government service before their employment under the Technical Training Scheme.

[TRA-1-1255.]

118. *Advertisements*—Where additional instructional staff is sanctioned by the Regional Inspector or the Central Government, Heads of training centres who have no suitable men in view should in the first instance advertise for the men they require in consultation with the Regional Inspector. If after advertisement, they decide to select a candidate who is employed in a factory or workshop they should ask the selected candidate to apply to the local Tribunal for permission to leave his employment under section 13 (2) of the National Service (Technical Personnel) Ordinance and at the same time write to the Chairman of the Tribunal (enclosing a copy of their letter to the Regional Inspector) and ask him to use his good offices in securing the services of the selected candidate. If suitable men cannot be obtained by advertisement, Heads of training centres should submit an application in the form given in Appendix XV to the Chairman of the local Tribunal sending a copy at the same time to the Labour Department of the Central Government and the Regional Inspector.

[TR-56, dated 27th December 1940.]

119. *Classes for Instructors*.—(1) Regional Inspectors have been instructed to arrange for courses of lectures to be given to all instructors

period spent on duty provided that when the earned leave due amounts to 30 days, no further leave shall be earned. The leave salary admissible during such leave will be the pay admissible to the instructor on the day before the leave commences. In addition to earned leave, Instructors may be allowed extraordinary leave without pay for a period not exceeding 3 months on any one occasion with the sanction of the Regional Inspector who will be guided by the Central Government's Revised Leave Rules. Instructors who have completed one year's service may be allowed leave on medical certificate for a maximum period of 15 days for every completed year of service less any leave already taken. Casual leave with pay up to 10 days in a year may also be granted at the discretion of the Heads of training centres provided there is no interference with training.

NOTE.—It is important that the leave granted to instructors whether members of the regular staff or specially appointed at the cost of the Central Government should not interfere with training. The grant of leave should, therefore, be arranged in such a way that training may continue intensively and without interruption.

(4) Technical instructors appointed at the cost of the Central Government may be allowed free medical attention to the extent allowed to trainees and subject to the conditions laid down in paragraph 44, but will not be provided with free diet or free accommodation while in hospital. The Workmen's Compensation Act will apply to such instructors and the Central Government will accept the employer's liability in their case as in the case of trainees.

(5) Technical Instructors appointed to training centres at the cost of Central Government are not entitled to free living accommodation.

(6) In the case of instructors appointed to technical training centres by National Service Labour Tribunals or the Central Government under section 7 or 10 of the National Service (Technical Personnel) Ordinance, 1940, the pay and terms of service of the instructors will be such as are laid down by the Tribunal or the Central Government, as the case may be.

[TRA-347, dated 22nd July 1941; TRA-401, dated 11th August 1941, and TRA-401, dated 26th February 1942.]

116. Travelling allowance.—(1) Technical instructors employed by the Central Government may be granted travelling allowance as follows:—

	<i>If the pay of the instructor is Rs. 175 or less</i>	<i>If the pay of the instructor exceeds Rs. 175</i>
(a) <i>On duty:—</i>	Cost of one and a half inter class fares for rail and/or steamer journey, annas two per mile for road journeys and subsistence allowance at the rates mentioned below:— For instructors whose pay is Rs. 75 and less—12 annas a day or part of a day; For instructors whose pay exceeds Rs. 75 at annas two for every Rs. 12½ or fraction of Rs. 12½ of pay, per day or part of day.	Cost of one and a half second class fares for rail and/or steamer journey, annas four per mile for road journeys and subsistence allowance at annas 2 for every Rs. 12½ or fraction of Rs. 12½ of pay, per day or part of day.
(b) <i>On transfer:—</i> <i>For rail journeys:—</i>	Cost of 3 fares of inter class accommodation and an extra fare for each adult member of his family who accompanies the instructor and for whom full fare is actually paid and one-half fare for each child for whom such fare is actually paid.	Cost of 3 fares of second class accommodation and an extra fare for each adult member of his family who accompanies the instructor and for whom full fare is actually paid and one-half fare for each child for whom such fare is actually paid.

	<i>If the pay of the instructor is Rs. 175 or less.</i>	<i>If the pay of the instructor exceeds Rs. 175.</i>
<i>(b) On transfer—contd.</i> <i>For journeys by road.—</i>	Mileage allowance at annas four per mile for the instructor and additional mileage allowance at annas two per mile if two members of his family accompany him, but at annas four per mile if more than two members of his family accompany him.	Mileage allowance at annas eight per mile for the instructor and additional mileage allowance at annas four per mile if two members of his family accompany him, but at annas eight per mile if more than two members of his family accompany him.
<i>Carriage of personal effects:—</i>	By goods train up to 12 maunds if without family and up to 15 maunds if with family.	By goods train up to 20 maunds if without family and up to 30 maunds if with family.

*(c) On joining first
appointment—*

Travelling allowance will be admissible to instructors on joining their first appointments only if they are conscripted under sections 7 or 10 of the National Service (Technical Personnel) Ordinance or are already in Government service or have been trained by Government for appointment as instructors (see paragraph 120). In such cases travelling allowance will be paid at the rates laid down in paragraph 131.

(2) The travelling allowance bill of instructors to whom travelling allowance is admissible will be countersigned by the Regional Inspector concerned and drawn from the treasury by the Heads of training centres to which the instructors are posted.

NOTE.—The above rates of travelling allowance are applicable also to other members of the instructional staff who are employed wholly at the cost of the Central Government.

[TRA-469, TRA-89, dated 20th March 1941, TRB-630, dated 4th November 1941.]

117. Verification of antecedents.—The character and antecedents of technical staff employed at training centres at the cost of the Central Government should be verified before their appointment or as soon after as possible. The forms given in Appendix V should be used and the references should be made to the authorities given in Appendix VI. The character and antecedents of candidates selected for training as instructors (see paragraph 122) should be verified as soon as possible after their selection for training and in such cases it will not be necessary to carry out a fresh verification when they are posted to training centres as instructors. Fresh enquiries need not be instituted in the case of men who were in Government service before their employment under the Technical Training Scheme.

[TRA-1-1285.]

118. Advertisements.—Where additional instructional staff is sanctioned by the Regional Inspector or the Central Government, Heads of training centres who have no suitable men in view should in the first instance advertise for the men they require in consultation with the Regional Inspector. If after advertisement, they decide to select a candidate who is employed in a factory or workshop they should ask the selected candidate to apply to the local Tribunal for permission to leave his employment under section 13 (2) of the National Service (Technical Personnel) Ordinance and at the same time write to the Chairman of the Tribunal (endorsing a copy of their letter to the Regional Inspector) and ask him to use his good offices in securing the services of the selected candidate. If suitable men cannot be obtained by advertisement, Heads of training centres should submit an application in the form given in Appendix XV to the Chairman of the local Tribunal sending a copy at the same time to the Labour Department of the Central Government and the Regional Inspector.

[TR-56, dated 27th December 1940.]

119. Classes for Instructors.—(1) Regional Inspectors instructed to for courses of lectures to be given to

for 3 hours each week. The classes will be held at all training centres with a sanctioned strength of 100 or more and in areas where there are no such centres the instructors should be sent in batches to one of the larger training centres for a short course of instruction. The classes will be held by Specialist Instructors, Superintendents of Training or Supervisor Instructors under the direction of the Heads of centres.

(2) In addition, to the lecture classes provided for in sub-paragraph (1), Regional Inspectors will arrange for all Instructors to attend refresher courses at selected training centres from time to time.

[TRE-10.]

XXIV.—TRAINING OF INSTRUCTORS

120. Organisation of classes.—Where difficulty is experienced in finding suitable candidates for appointment as instructors, the Regional Inspector should arrange for the opening of training classes for the type of instructor required, and submit a report to the Labour Department giving the following particulars when the necessary sanctions will be issued :—

- (a) Name of centre at which training is to be given.
- (b) Name and designation of Head of centre.
- (c) Numbers of—
 - (i) Supervisor, and (ii) Mistry instructors to be trained, and trades in which training will be given ; and
- (d) Rates of training fee recommended (see paragraph 125)

121. Recruitment.—Candidates for training as instructors should be selected by Regional Inspectors with the help, if necessary, of National Service Labour Tribunals, or with the approval of the Regional Inspector by the Head of the training centre concerned. A statement giving the names of all candidates selected for training should be sent to Labour Department and the local National Service Labour Tribunal by the Head of the training centre as soon as candidates have joined for training.

122. Verification of antecedents.—The character and antecedents of instructor trainees should be verified as soon as they join the centre and the procedure laid down in paragraph 8 should be followed. Adverse reports on trainees should be communicated by the Chairmen of the Tribunals to the Regional Inspectors with a view to their discharge.

123. Qualifications of candidates.—Candidates for training as instructors should normally have the qualifications laid down in paragraph 112, but Regional Inspectors are authorised to relax these qualifications if they are satisfied that for special reasons a relaxation is justified.

124. Undertakings.—Before acceptance for training, every candidate should be required to give a written undertaking in the form given in Appendix XVI, and on acceptance each man should be instructed to join for training in the form of memorandum shown in the same appendix.

125. Training fees.—The Labour Department will be prepared to sanction the payment of an all-in training fee for the training of instructors which may vary from Rs. 15 per month to Rs. 30 p. m. according to local circumstances and conditions, the facilities available and the class of instruction to be given. As a general rule, a higher rate of fee will be allowed in the case of Supervisor Instructors, and the average cost of training in any one Circle should not exceed Rs. 25 per trainee per month. The training fee being an all-in one includes the cost of any additional equipment or staff of any kind that may be required.

126. **Stipends.**—Candidates selected for training as inst be entitled to the following stipends according to dearnes areas A, B and C (see Appendix VIII) with effect from t which they report for training:—

A]

(i) Supervisor Instructor trainees .. Rs. 59 5
(ii) Mistry Instructor trainees .. Rs. 41 4

The payment of these stipends will be sanctioned by the Lab ment in each case.

127. **Conditions of training.**—While under training trainees will be subject in all matters to the instructions governing ordinary trainees.

128. **Supervision**—Instructor training classes will be su Regional Inspectors, who are authorised to discharge any tri they consider to be unlikely to become an efficient instruct

129. **Progress Reports**—Heads of training centres at w for the training of instructors are in operation are requested to the Labour Department through the Regional Inspector an of the Tribunal, a quarterly progress report in the followi (the 31st March, 30th June, 30th September and 31st Decem year

INSTRUCTORS TRAINING CLASSES QUARTERLY PROGRESS REPORT.

Name of centre _____

Date.	Trade _____	
	Supervisory.	
1. Number of seats sanctioned
2. Number undergoing training on the date of report
3. Number who have completed their training and— (i) have been appointed to posts in training centres, and (ii) who are awaiting posting orders
4. Number who have not completed the course

The figures under 3 and 4 should be cumulative and show since the opening of the class to the date of reporting.

Dated _____

Head of

130. **Passing out**—When instructor trainees have completed their training and are ready to pass out, the Regional Inspectors subject them to a trade test and if they are found up to standard, refer them to the Tribunal of the probable date on which they will be ready for appointment and suggest the pay which should be allowed. No pay should be fixed on the minimum of the scales given in para 13. The National Service Labour Tribunal will then allot the instructors to suitable training centres under section 7 of the National Service (Personnel) Ordinance, or, if necessary, take the orders of the Labour Department before their disposal. If the men are not required, they should be taken on to the Tribunal's register of personnel.

131. **Travelling allowance**—When an instructor trainee is sent or travels on duty or is posted to a training centre as a result of the completion of his training, travelling allowance will

and he should be paid at the rate of one single third class railway and/or steamer fare *plus* one anna per mile for road journeys provided the distance exceeds five miles *plus* subsistence allowance of 12 annas a day or part of a day in the case of Assistant and Mistry Instructors, and one single Inter class railway fare *plus* one anna per mile for road journeys as above *plus* a subsistence allowance of Rs 1.8-0 a day or part of a day in the case of Supervisor Instructors.

132. *Joining Time.*—Instructors trainees posted to training centres on completion of training will be allowed full stipends during the period of joining time, which will be fixed by the Tribunal concerned when issuing the posting orders.

[TRA-169]

XXV.—CLERICAL AND INFERIOR STAFF

133. *Appointments.*—Regional Inspectors are empowered to sanction the appointment of clerical and inferior staff at training centres which are not in receipt of an all-in training fee on the following scale:—

Strength of training centres.

Permissible staff.

For a minimum of 50 seats.	One clerk and 2 inferior servants (including one workshop servant)
For a minimum of 110 seats.	Two clerks and 4 inferior servants (including 2 workshop servants).
For a minimum of 200 seats.	Three clerks and 4 inferior servants.
For every 100 seats beyond 200.	One extra clerk and 2 additional inferior servants

Where the number of clerks at a training centre is at least three, one may be appointed Head clerk-cum-Accountant, or Head clerk or Accountant, and where the number is at least six, one may be Head clerk and another the Accountant.

All applications for additional clerical or inferior staff should be addressed to the Regional Inspector concerned

[TRA-1077.]

134. *Rates of pay.*—(1) All clerical staff will be appointed on the scales of pay given in Appendix XVII. At training centres situated in Indian States, the scales of pay sanctioned for the adjacent Province will apply. In case of doubt, the Regional Inspector concerned will decide which provincial scale should be followed. All appointments will be made on the minimum of the lowest time-scale unless otherwise ordered by the Labour Department.

[TRA-1090-L.]

(2) Inferior servants will be appointed on the local rates of pay for their class not exceeding Rs 20 per month *plus* any excess of local dearness allowance over the dearness allowance sanctioned by the Central Government.

(3) Workshop Attendants will be appointed on the prevailing local rates of pay not exceeding Rs. 25 p.m. *plus* dearness allowance at Central Government rates.

135. *Dearness allowance.*—All clerical and inferior staff appointed by the Government are entitled to dearness allowance under the conditions and to the extent laid down in Appendix VIII. Expenditure incurred on account of this allowance should be adjusted under the sub-head "H-3 Allowances and Honoraria" and shown separately under the sub-head "H-3" of the monthly expenditure statements by the Heads of Training Centres (See paragraph 86).

[TRA-1181 and TRD-72.]

136. Terms of service.—All appointments of clerical and inferior staff are temporary and may be terminated on one month's notice. Such staff may be granted medical treatment to the same extent and under the same conditions as the trainees at training centres except that they will not be provided with free accommodation or free diet while in hospital. At training centres where medical officers have been appointed under paragraph 45, the clerical and inferior staff will be entitled to free treatment at the hands of these officers.

137. Verification of antecedents.—The character and antecedents of all clerical staff should be verified prior to their appointment or as soon after as possible in the same way as in the case of technical instructors (see paragraph 117). Before appointing inferior servants Heads of training centres should satisfy themselves by enquiry that the candidates are trustworthy and of good character.

[TRA-I-1285.]

138. Communal representation.—In making appointments to clerical posts every endeavour should be made to follow as far as possible the orders in force in the Province regarding communal representation and to maintain fair communal proportions

[TRA-I-116]6.]

139. Leave to Clerical Staff.—Whole-time clerical staff employed at training centres at the cost of the Central Government may be granted leave to the same extent and under the same conditions as the technical instructors employed at the cost of the Central Government, see paragraph 115(3).

140. Leave to inferior staff.—Temporary inferior staff employed at training centres at the cost of Central Government are not entitled to any leave on average pay or leave on medical certificate except casual leave. They may, however, be granted leave without pay at the discretion of the Heads of centres for a period not exceeding 3 months on any one occasion. Inferior servants who have completed one year's continuous service will, however, be eligible for leave on medical certificate for a maximum period calculated at 10 days for every completed year of service less the amount of leave already taken.

[TRA-I-1231.]

141. Warm clothing for watchmen.—Watchmen (chowkidars) appointed under the Technical Training Scheme who are required to perform duty at night may be provided with warm clothing at the cost of the Central Government, according to the scales adopted by the Provincial Government which may be ascertained from the Regional Inspector concerned.

[TRA-1203]

142. Pay of inferior staff.—The pay of inferior staff (i.e., sweepers, watermen, chowkidars, etc.), should be treated as Contingent Expenditure and drawn on 'Contingent' and not on 'Establishment' bill forms.

[TRA-I-53]348.]

XXVI.—SPECIALIST INSTRUCTORS

143. Specialist Instructors.—(1) A certain number of British Specialist Instructors have been appointed to selected training centres. These men are employees of the Central Government and their services have been lent to the training centres for the time being only. During their stay at training centres, the Specialist Instructors will work under the supervision and direction of the Heads of the centres, but may not be discharged or removed by them. The instructors will conform to

PART II THE CIVIL PLAN.

I.—OBJECTS AND APPLICATION.

1. The Plan.—Large numbers of trainees are required for the technical branches of the Indian Army and it is necessary to ensure at as early a stage of training as possible that the material needed to meet these requirements will be available when wanted. A scheme has therefore been introduced whereby (1) trainees who volunteer and are suitable for service in the Army may enrol at any time after joining a training centre, and, if qualified, receive special rates of pay, and (2) enrolled trainees may be concentrated at selected training centres under the Technical Training Scheme until they are sufficiently advanced in training to be transferred to Army training centres or depots. The scheme is known as the "Civil Plan" and the selected training centres to which enrolled trainees are sent are termed "Civil" centres. Military officers have been appointed to all Civil centres and they are responsible for enforcing discipline among the enrolled trainees. The Civil Plan is of course a war expedient and necessarily has imperfections. It is important therefore that Heads of Civil centres and the Military officers appointed to those centres should establish the friendliest relations and endeavour to work the scheme in a spirit of give and take and mutual co-operation. Where friendly relations are established, it should be possible to overcome such difficulties as arise by improvisation and local adjustments. The appointments of military officers are made solely on grounds of military expediency and are not intended to interfere with the authority of the Heads of the centres. A list of Civil centres will be found in Annexure I. In order to assist Heads of Civil centres and Officers Commanding Civil hostels in dealing with the various points which arise out of the administration of the Civil Plan, and to have available to the War and Labour Departments an Officer who can act as Liaison Officer between the local civil and military authorities, a Liaison Officer (Civil) has been attached to the Labour Department.

[TRA-411]

2. Administration.—Civil training centres will be administered in accordance with the instructions contained in Part I of this Manual as modified by the instructions in the following paragraphs and in so far as training is concerned will remain under the inspection and administrative jurisdiction of the Regional Inspectors acting on behalf of the Labour Department. Questions of policy affecting the Civil Plan are decided by the Labour Department in consultation with General Headquarters. The military officers appointed to Civil training centres are not concerned either with the internal administration of the training centres or with the technical training. They should, however, bring to the notice of Heads of training centres any points which in their opinion are likely to affect the welfare of enrolled trainees.

3. Military law.—(1) All enrolled trainees are subject to the Indian Army Act and though under the general control of the Heads of training centres, they may not be punished or discharged except by a military authority having the powers of a Commanding Officer.

(2) In order to maintain discipline among enrolled trainees, the military officers appointed to Civil centres to deal with disciplinary questions are Commanding Officers for the purposes of Regulations for the Army in India Instruction 40G(1) and have the Commanding Officer's power of discharge. These officers are referred to in the succeeding paragraphs as "Commanding Officers".

(3) For the purpose of military discipline, enrolled trainees at civil centres where there are no Commanding Officers are under the orders of

the Technical Recruiting Officer and if any disciplinary question arises at such a centre, the Head of the centre should report the case to that Officer.

4. **Civmil Centres.**—(1) For the purpose of the appointment of Commanding Officers and military establishment, Civmil centres are divided into two categories—

(i) those with hostels to accommodate 200 or more enrolled trainees, and

(ii) those with a hostel capacity of less than 200 enrolled trainees.

The appointments are made in the former case by the Commander-in-Chief, and in the latter case by the Army Commander or under the orders of the Army Commander. The Commanding Officers are usually

are stationed

is generally deputed for this duty.

(2) At Civmil centres which have hostels to accommodate 200 or more enrolled trainees, a military establishment is provided on the scale laid down in Annexure II, and this establishment is under the control and orders of the Commanding Officer. The pay and allowances of the military establishment at Civmil Hostels will be drawn by the Officers Commanding, Civmil Hostels, the expenditure being debited to the old main head 2F (b) of the Defence Services Estimates.

(3) Where Civmil hostels with 200 or more enrolled trainees are established, the hostels will be managed and administered by the Commanding Officer and his military establishment and he will be responsible for the supervision, discipline and welfare of the trainees when not employed in the workshops.

[TRA-411-VIII.]

5. **Discipline.**—It is not possible to deal with enrolled trainees on a normal military basis. Commanding Officers, however, have instructions to do everything they can to impress upon the trainees that they are enrolled soldiers and have the responsibilities of soldiers. Commanding Officers have also been instructed to take every opportunity in close consultation with the Heads of centres, of getting the trainees together at frequent intervals in order to instruct them in the elementary principles of discipline, what offences they must avoid and what punishments they may incur. Commanding Officers who are not resident at Civmil centres are expected to visit the centres to which they are attached daily or at least on alternate days.

2.—GENERAL ADMINISTRATION

6. **Recruitment.**—Vacancies at Civmil centres in trades* required by the Army will be filled by the Technical Recruiting Officers and their staffs, and the recruits will as a general rule be drawn from civil centres. The Technical Recruiting staff may, however, recruit from the open market if so authorised by General Headquarters. Vacancies in trades not required by the Army will normally be filled by National Service Labour Tribunals and civil Selection Committees and Recruiting Officers but may also be filled by the Technical Recruiting staff by arrangement with the Tribunals.

***Note.**—All trades should be regarded as Army trades except those of Boiler Attendant, Die-sinker, Driller, Grinder, Hardener, Machinist, Miller, Millwright, Pipe Fitter, Toolmaker and Turner. Trainees undergoing training in these trades may, though recruited by Tribunals or local Selection Committees, be enrolled in the Army under the terms of the Civil Plan subject to such limits as may be communicated to Technical Recruiting Officers in demand, from General Headquarters.

[TRA-411 ; TRA-454(188.)]

PART II
THE CIVIL PLAN.

I.—OBJECTS AND APPLICATION.

1 The Plan.—Large numbers of trainees are required for the technical branches of the Indian Army and it is necessary to ensure at as early a stage of training as possible that the material needed to meet these requirements will be available when wanted. A scheme has therefore been introduced whereby (1) trainees who volunteer and are suitable for service in the Army may enrol at any time after joining a training centre, and, if qualified, receive special rates of pay, and (2) enrolled trainees may be concentrated at selected training centres under the Technical Training Scheme until they are sufficiently advanced in training to be transferred to Army training centres or depots. The scheme is known as the "Civil Plan" and the selected training centres to which enrolled trainees are sent are termed "Civil" centres. Military officers have been appointed to all Civil centres and they are responsible for enforcing discipline among the enrolled trainees. The Civil Plan is of course a war expedient and necessarily has imperfections. It is important therefore that Heads of Civil centres and the Military officers appointed to those centres should establish the friendliest relations and endeavour to work the scheme in a spirit of give and take and mutual co-operation. Where friendly relations are established, it should be possible to overcome such difficulties as arise by improvisation and local adjustments. The appointments of military officers are made solely on grounds of military expediency and are not intended to interfere with the authority of the Heads of the centres. A list of Civil centres will be found in Annexure I. In order to assist Heads of Civil centres and Officers Commanding Civil hostels in dealing with the various points which arise out of the administration of the Civil Plan, and to have available to the War and Labour Departments an Officer who can act as Liaison Officer between the local civil and military authorities, a Liaison Officer (Civil) has been attached to the Labour Department.

[TRA-411]

2 Administration.—Civil training centres will be administered in accordance with the instructions contained in Part I of this Manual as modified by the instructions in the following paragraphs and in so far as training is concerned will remain under the inspection and administrative jurisdiction of the Regional Inspectors acting on behalf of the Labour Department. Questions of policy affecting the Civil Plan are decided by the Labour Department in consultation with General Headquarters. The military officers appointed to Civil training centres are not concerned either with the internal administration of the training centres or with the technical training. They should, however, bring to the notice of Heads of training centres any points which in their opinion are likely to affect the welfare of enrolled trainees.

3 Military law.—(1) All enrolled trainees are subject to the Indian Army Act and though under the general control of the Heads of training centres, they may not be punished or discharged except by a military authority having the power.

(2) In order to maintain military officers appointed to Civil training centres are Commanding Officers for the purposes of Regulations for the Army in India Instruction 406(1) and have the Commanding Officer's power of discharge. These officers are referred to in the succeeding paragraphs as "Commanding Officers".

(3) For the purpose of military discipline, enrolled trainees at civil centres where there are no Commanding Officers are under the orders of

the Technical Recruiting Officer and if any disciplinary question arises at such a centre, the Head of the centre should report the case to that Officer.

4. **Civmil Centres.**—(1) For the purpose of the appointment of Commanding Officers and military establishment, Civmil centres are divided into two categories—

(i) those with hostels to accommodate 200 or more enrolled trainees, and

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The appointments are made in the former case by the Commander-in-Chief, and in the latter case by the Army Commander or under the orders of the Army are stations

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(2) At Civmil centres which have hostels to accommodate 200 or more enrolled trainees, a military establishment is provided on the scale laid down in Annexure II, and this establishment is under the control and orders of the Commanding Officer. The pay and allowances of the military establishment at Civmil Hostels will be drawn by the Officers Commanding, Civmil Hostels, the expenditure being debited to the old main head 2F (b) of the Defence Services Estimates.

(3) Where Civmil hostels with 200 or more enrolled trainees are established, the hostels will be managed and administered by the Commanding Officer and his military establishment and he will be responsible for the supervision, discipline and welfare of the trainees when not employed in the workshops.

[TRA-411-VIII.]

5. **Discipline.**—It is not possible to deal with enrolled trainees on a normal military basis. Commanding Officers, however, have instructions to do everything they can to impress upon the trainees that they are enrolled soldiers and have the responsibilities of soldiers. Commanding Officers have also been instructed to take every opportunity in close consultation with the Heads of centres, of getting the trainees together at frequent intervals in order to instruct them in the elementary principles of discipline, what offences they must avoid and what punishments they may incur. Commanding Officers who are not resident at Civmil centres are expected to visit the centres to which they are attached daily or at least on alternate days.

2—GENERAL ADMINISTRATION

6. **Recruitment.**—Vacancies at Civmil centres in trades* required by the Army will be filled by the Technical Recruiting Officers and their staffs, and the recruits will as a general rule be drawn from civil centres. The Technical Recruiting staff may, however, recruit from the open market if so authorised by General Headquarters. Vacancies in trades not required by the Army will normally be filled by National Service Labour Tribunals and civil Selection Committees and Recruiting Officers but may also be filled by the Technical Recruiting staff by arrangement with the Tribunals.

*Note.—All trades should be regarded as Army trades except those of Boiler Attendant, Die-sinker, Driller, Grinder, Hardener, Machinist, Miller, Millwright, Pipe Fitter, Toolmaker and Turner. Trainees undergoing training in these trades may, though recruited by Tribunals or local Selection Committees, be enrolled in the Army under the terms of the Civil Plan subject to such limits as may be communicated to Technical Recruiting Officers in demand from General Headquarters.

[TRA-411 ; TRA-424/ISS]

Blacksmith, Boilermaker, Bricklayer, Carpenter, Draughtsman (non-matriculate), Electrician, Engine Artificer, Engine Driver (I. C.), Engine Driver (Steam), Fitter, Machinist (Metal), Mason, Moulder, Pattern Maker, Plumber, Riveter, Surveyor (non-matriculate), Tin and Coppersmith, Turner and Welder (Oxy. or Electric).

I.—When residing in Civil Hostels.

II.—When not residing in Civil Hostels.

		Rs. A. P.		Rs. A. P.	
Basic pay	..	18 0 0	Basic pay	..	18 0 0
Trade pay	..	11 4 0	Trade pay	..	11 4 0
Messing allowance	..	3 0 0	Ration allowance	..	15 0 0
Hair cutting and washing allowance	0 10 0		Hair cutting and washing allowance	0 10 0	

Total .. 32 14 0
Plus free rations.

Total .. 44 14 0

I.—When residing in Civil Hostels.

II.—When not residing in Civil Hostels.

Linesman, Painter, Textile Refitter and Vulcaniser.

		Rs. A. P.		Rs. A. P.	
Basic pay	..	18 0 0	Basic pay	..	18 0 0
Trade pay	..	9 6 0	Trade pay	..	9 6 0
Messing allowance	..	3 0 0	Ration allowance	..	15 0 0
Hair cutting and washing allowance	0 10 0		Hair cutting and washing allowance	0 10 0	

Total .. 39 0 0
Plus free rations.

43 0 0

NOTES.—(a) The expression "CIVIL" hostel means a hostel at a Civil Centre at which there is a military staff to look after the welfare of enrolled trainees.

(b) The expression "likely to make an efficient tradesman" means that a trainee must show sufficient intelligence and elementary mechanical aptitude to justify the belief that he is likely with further training to become a competent tradesman in a reasonable time. The test is left to the discretion of the Head of the centre.

(3) If rations in kind are issued, ration allowance is not admissible; and if hair-cutting or washing facilities are provided, hair-cutting and washing allowance may not be drawn. Messing allowance may be drawn only when the trainees are receiving rations in kind and are feeding in messes.

(4) If a trainee fails to pass the elementary trade test conducted by the Head of the centre for candidates for the improver rate of pay, he may be given further tests at subsequent intervals until he reaches the requisite standard when he should be given the necessary certificate and will become eligible for the improver rate of pay.

(5) Trainees who have previous experience of their trades may be given the elementary trade tests and certified as likely to make efficient tradesmen at any time after their enrolment. In such cases the condition that one month's training should be completed will be waived.

(6) Save in the circumstances mentioned in paragraph 16 (2), all payments to enrolled trainees will be made in the presence of the Commanding Officer by the Head of the centre who will make any deductions authorised by the Commanding Officer. The acquittance rolls will be countersigned both by the Head of the centre and by the Commanding Officer.

NOTE.—This instruction applies only to Civil Centres where there is a resident Commanding Officer.

[TRA-411-III ; TRA-923.]

11. Army pay not payable at civil centres.—As a matter of administrative convenience, the non-improver and improver rates of pay given in paragraph 10 will not be paid at civil training centres. As soon, however, as an enrolled trainee is transferred from a civil centre to a Civil or Army training centre or unit, he will be paid by the Head of the centre or the Officer Commanding the unit the difference between the

stipends drawn by him at the civil centre and the Army rate of pay to which he became entitled under the provisions of paragraph 10. The dates on which the trainees became entitled to the non-improver or improver rates of pay should be clearly shown by Heads of training centres in the Last Pay Certificates of the trainees [see paragraph 22(4).]

12. Pay of grade III passed trainees.—(1) When an enrolled trainee passes the prescribed trade tests, he becomes entitled to the grade III rate of Army pay from the date shown in his Trade Test Certificate (see paragraph 77, Part I). The grade III rate of pay is not however payable until the trainee reports at an Army training centre or unit. Trainees who pass the prescribed trade tests will therefore draw the improver rates of pay so long as they remain at a Civil centre. On reporting at an Army unit or training centre, they will be taken on the strength with effect from the date shown in the Trade Test Certificate and will be paid the difference between the grade III rates of pay and allowances and the pay and allowances already drawn by them at the training centre. Heads of training centres should make this date clear in the Last Pay Certificate [see paragraph 22(4).]

(2) Trainees who enrol after passing the prescribed trade tests will become entitled to the grade III rates of pay from the date of enrolment and not the date of the trade tests.

[TRA-411.III.]

13. Rations.—(1) Enrolled trainees are entitled to free rations in kind at peace scale as for Indian troops or, if free rations cannot be issued, to a ration allowance. At Civil centres where depots of the Royal Indian Army Service Corps are within reach, rations will be drawn in kind and no ration allowance will be payable. In the case of civil centres, however, enrolled trainees may be allowed to draw ration allowance in lieu of free rations irrespective of whether or not a supply depot exists at the station.

(2) Free rations will be obtained and accounted for as follows:—

(a) At Civil centres with Civil hostels.—The Commanding Officer will draw the rations on I. A. F. Z-2184B from the supply depot of the Royal Indian Army Service Corps concerned and account for them on I. A. F. S-1519.

(b) At Civil Centres without Civil hostels.—The Head of the Civil centre will draw the rations on I. A. F. Z-2184B which will be countersigned by the Commanding Officer, and account for them on I. A. F. S-1519. The Head of the Civil centre will maintain the accounts which will be checked and countersigned monthly by the Commanding Officer. Copies of the requisite forms may be obtained from the nearest Technical, Deputy or Assistant Technical Recruiting Officer.

(3) Enrolled trainees whether at civil or Civil centres are eligible to draw rations on payment from the supply depot under the same conditions as other Indian soldiers. In case of Civil centres without Civil hostels, payment issues should be obtained through the Commanding Officer, and in the case of Civil centres through the Technical, Deputy or Assistant Technical Recruiting Officer in whose area the centre is located.

(4) Enrolled trainees, if and when so authorised by the Recruiting Medical Officer or Medical Officers attached to Civil centres, are entitled to a free issue of milk. In the case of Civil hostels, the Commanding Officer will arrange for the supply of milk and submit contingent bills to the Military Audit authorities for payment. In the case of Civil centres without hostels, the Heads of the centres will arrange to purchase milk locally under the authority of the Commanding Officer and submit contingent bills through such officers to the Military Audit authorities for payment.

(7) If a trainee is transferred to a unit or depot of the Armed Forces, an Army training centre or a Civil centre before a clothing advance outstanding against him has been recovered, the balance so outstanding should be shown in the Last Pay Certificate for recovery.

[TRA-102]301 ; 326.]

16. Accommodation.—All enrolled trainees are entitled to free accommodation, lighting, water, furniture, conservancy etc., and no recoveries should be made from such trainees who are living in civil or Civil hostels or in quarters hired for them by the Labour Department.

(2) Where no hostel or other living accommodation is provided, enrolled trainees are entitled to receive a compensatory allowance of Rs. 4 per month each which will be drawn by the Head of the centre. No separate compensation is admissible for lighting, water or furniture.

(3) Debits will be raised against Defence Estimates at the rate of Re 1 per month for each enrolled trainee residing in a civil or hired hostel on account of lighting, water, furniture, conservancy, etc., and Heads of centres should intimate to the Accountant General or Comptroller concerned each month the number of enrolled trainees staying in such hostels.

[TRA-411-IX]5.]

17. Medical.—Enrolled trainees are entitled to medical treatment on the same scale and to the same extent as is allowed to other trainees (see paragraph 44, Part I). If however, they are detained in hospital they are entitled to the full pay and allowances subject to the provisions of paragraph 20.

[TRA-411-VI.]

18. Sports Grant.—At Civil centres where there is a Commanding Officer and a resident military staff, the sports grant of annas 4 per trainee per month admissible under paragraph 57, Part I, will be drawn by the Head of the centre who will place such of the amount as relates to enrolled trainees at the disposal of the Commanding Officer for providing amenities for games and recreation both indoor and outdoor for the enrolled trainees.

[TRA-411-VIII.]

19. Leave.—(1) Enrolled trainees may be granted casual leave up to 20 days at a time, but normally the amount of leave will be restricted to that allowed to ordinary trainees (see Part I, paragraphs 42 and 43). Sick leave may be granted at the discretion of the Commanding Officer, or, in the case of civil centres, the Technical Recruiting Officer.

(2) In addition to casual leave during training enrolled trainees may be allowed 7 days leave with pay on the completion of their training and before joining an Army Training Centre or Unit.

(3) All leave will be granted to enrolled trainees by the Commanding Officer in the case of Civil centres and the Technical Recruiting Officer in the case of civil centres, and in dealing with applications for leave the Commanding Officer or the Technical Recruiting Officer will be guided by the recommendation of the Head of the centre so that the leave will not interfere with training.

(4) Enrolled trainees proceeding on leave will be provided concession vouchers by the Commanding Officer or the Technical Recruiting Officer enabling them to perform the return journey to the and back to the training centre on payment of a single fare.

20. Pay and allowances during absence, sickness and (1) An enrolled trainee will forfeit his pay and allowances for of desertion, absence without leave, imprisonment awarded by a court, a court martial, or his Commanding Officer, ~~on~~ ^{on} of an offence for which he is afterwards convicted by court martial, or on a charge of absence without leave.

afterwards awarded imprisonment by his Commanding Officer, and sickness in hospital certified by the Medical Officer attending him to have been caused by an offence committed by him under the Indian Army Act.

NOTE.—The forfeiture of pay and allowances for absence without leave may be remitted in certain circumstances.

(2) Trade pay will be drawn when pay of rank is drawn except for any day on which the individual is confined to barracks or camp, even though employed at his trade while so confined, incapacitated for duty as a result of his own negligence, indulgence or misbehaviour, or incapacitated for duty as the result of sickness, in the latter case at the discretion of the Commanding Officer.

(3) Trade pay is admissible during casual leave and during other leave up to a maximum of 30 days in every year in which so much leave is admissible.

(4) Free rations or ration allowance in lieu and messing allowance are not admissible to an enrolled trainee who is an indoor patient in a hospital and is in receipt of free diet.

[TRA-411-VIII.]

21. Discipline.—(1) Commanding Officers are responsible for enforcing discipline among enrolled trainees at Civil centres and should be specially careful to deal adequately with reports of misconduct made by Heads of training centres or their technical staff.

(2) In addition to other punishments which may be awarded for disciplinary reasons, an enrolled trainee whose qualifications fall below the prescribed standard or who fails to show diligence in his duties may be disrated by his Commanding Officer under Regulations for Indian Tradesmen and Regulations for the Army in India Instruction No 406 until such time as he requalifies by test. This provision should be brought to the notice of all enrolled trainees and Heads of training centres should refer cases of trainees who in their opinion should be disrated to the Commanding Officer who will take suitable action.

[TRA-411]393.]

(3) Fines imposed as a minor punishment on enrolled trainees by Commanding Officers under section 20 of the Indian Army Act, 1911, read with Instruction No. 406 of the Regulations for the Army in India should be credited to Defence Estimates through the Controller of Military Accounts, Central Command, Meerut, and not to the funds established at training centres under paragraph 60, Part I.

[TRA-455.]

22. Transfers.—(1) All transfers of enrolled trainees to and from training centres will be made under the orders of the Technical Recruiting Officer and the trainees will travel on warrants issued to them either by the Technical Recruiting Officer or Commanding Officers.

(2) When on transfer enrolled trainees will be paid ration allowance in lieu of free rations for rail journeys at the rate of 12 annas per day plus their actual expenses for road journeys. These payments will be made by the Technical Recruiting Officer if available or, if not, by the Commanding Officer or the Head of the centre under the written authority of the Technical Recruiting Officer. No other advances will be made to trainees transferred to Labour Department training centres.

(3) If a trainee leaves a training centre before receiving his ration allowance or road expenses, these will be paid to him by the Head of the Civil or Army training centre or unit to which he is transferred.

(4) Enrolled trainees who are transferred from civil to Civil training centres, or from civil or Civil centres to Army units or training centres, should be dealt with in accordance with the instructions contained in paragraph 17(2), Part I. In all such cases, the Head of the training centre should see that a Last Pay Certificate in the form given in Appendix XVIII is properly completed and that two copies are sent as soon as possible after the trainee's departure to the Head of the centre or the Commanding Officer concerned.

(5) When trainees who are enrolled and posted to Civil centres report at the Civil centres some days after their enrolment, they should be paid from the date of enrolment and not from the date on which they join the Civil centres. Technical Recruiting Officers have been instructed to enter into the *Rahdari* certificate the date on which the trainees should report at the Civil centres and if a trainee reports after that date, the case should be reported to the Commanding Officer for such action as he considers fit.

[TRA-411-II.]

(6) If an escort is considered necessary for the guidance or convenience of enrolled trainees transferred from Civil centres to Army units or training centres, the Commanding Officer should make the necessary arrangements. Where Civil hostels have been established, the escort will be provided by the Commanding Officer from his military establishment. In other cases, the Technical Recruiting Officer will provide the escort from his staff. In no circumstances should trainees be deputed for escort duty.

[TRA-924.]

(7) Although in the past enrolled trainees in certain categories have been transferred either from civil or Civil centres to Army training centres after the completion of 3 months training, trainees will not in future be removed from Labour Department training centres until they have passed the prescribed trade tests, except under the special orders of the Labour Department.

23. Advances of pay on posting.—(1) Every enrolled trainee may be granted an advance of Rs. 18, i.e., one month's basic pay on being posted to an Army unit or Army training centre.

(2) These advances will be paid by the Technical Recruiting Officer or a member of his staff in the case of trainees posted direct from civil centres to Army units or Army training centres, and by the Head of the Civil centre in the case of enrolled trainees posted from Civil centres. In both cases, the advance will be paid when the trainee leaves the centre either to join an Army unit or training centre or to proceed to leave preparatory to joining such a unit or centre.

(3) The details of all advances paid under this paragraph should be entered in the Last Pay Certificate of the trainee (see Appendix XVIII). Funds for the payment of advances should be drawn on bills marked "Civil Plan—Enrolled trainees", and debited by the Accountant General concerned against the Controller of Military Accounts to whose audit area the Army unit or training centre is located.

(4) Advances made under this paragraph will be recovered from the trainees in two equal monthly instalments by the Commanding Officer of the unit or training centre to which the trainees are posted.

[TRA-411-X/5.]

(5) Enrolled trainees who are allowed leave before being posted to an Army training centre or a unit, should be paid by the Head of the training centre concerned only up to the date of their release from the training centre. The pay and allowances admissible during the period

of leave will be paid by the Army training centre or the unit after the trainees have reported for duty.

[TRA-411-III.]

24. Discharges—Enrolled trainees at Civil centres may be discharged only by the Commanding Officer, and at civil centres only by the Technical Recruiting or Deputy or Assistant Technical Recruiting Officer. These Officers should not hesitate to discharge a trainee whose work is reported by the Head of the training centre to have been consistently unsatisfactory or who is reported by the Head of the centre as unlikely to make a good tradesman. No enrolled trainee should be discharged on account of inefficiency in his trade except on the recommendation of the Head of the centre or the Regional Inspector.

25. Deserters.—(1) If an enrolled trainee absconds from a civil training centre, the Head of the centre should at once report the case to the Technical Recruiting Officer who will take such measures to bring about the apprehension of the absconder as he considers fit.

(2) If an enrolled trainee deserts from a Civil centre, the case should at once be brought to the notice of the Commanding Officer who will take such further steps as are necessary.

(3) A reward of Rs 5 is payable to the person or persons responsible for the arrest of any enrolled trainee who deserts. In the case of trainees who abscond from Civil hostels, the reward will be paid by the Commanding Officer, and in the case of trainees not residing in Civil hostels by the Technical Recruiting Officer concerned on the recommendation of the military officer dealing with discipline.

(4) Deserter trainees may be returned to the training centres from which they absconded but Heads of training centres should not resume any payment to enrolled deserters brought back without the authority of the Commanding Officer, or in the case of civil centres, the Technical Recruiting Officer.

(5) In no circumstances should enrolled trainees be deputed to escort deserters.

[TRA-273]107 ; TRA-11891

(6) Once a trainee enrolls in the Army, he must be regarded as having fulfilled the terms of his undertaking and if he absconds after enrolment, the stipends paid to him cannot be recovered. In such cases, action will be taken against the trainee under the Indian Army Act.

[TRA-273.]

26. Staff.—With the exception of physical training instructors and the inferior staff engaged for Civil hostels all staff at Civil centres employed at the cost of the Labour Department will be under the direct control of the Head of the centre. Physical training instructors will be under the orders of the Commanding Officer, but the hours fixed for physical training should be settled in agreement with the Head of the centre. The Commanding Officer will be the competent authority to engage, dismiss or pay the inferior establishment engaged for Civil hostels and he will disburse their pay.

[TRA-411-VIII]129, TRA-1577]

27. Records.—The Commanding Officers of Civil centres will be responsible for the custody of all Army forms and the other Army documents of enrolled trainees excluding those affecting pay and all which will be maintained by the Heads of the centres. Last Pa

ficates will be prepared and forwarded by Heads of Civil centres, while the enrolment forms etc. will be despatched to Army units or training centres by Commanding Officers

Commanding Officers at Civil hostels are responsible for the submission of monthly intelligence reports on the trainees in accordance with orders issued by Command Army Headquarters

28. Payments—All amounts required for payment to or on account of enrolled trainees at both civil and Civil centres should be drawn by the Heads of training centres on separate bills marked "Civil Plan—Enrolled Trainees". They will be disbursed by the Head of the centre in the presence of the Commanding Officer where such officer is available. As the rates of pay shown in paragraph 10 cannot be drawn at civil training centres, all enrolled trainees at those centres will be paid stipends at the rates admissible to civil trainees

29. Accounting.—Except where otherwise ordered, all expenditure incurred by both civil and Civil centres on account of payments made to enrolled trainees or on training fees for enrolled trainees will be recouped by Accountants General and Comptrollers by lump sum contributions from Defence Estimates in the following way :—

(i) A debit will be raised by the Accountant General or Comptroller concerned against Defence Estimates on account of all payments made to or in respect of enrolled trainees and the training fees in respect of such trainees.

(ii) For charges not covered by (i) above, the Accountant General or the Comptroller will increase by 15 per cent the amount debited to the Defence Estimates under (i) above

(iii) The recoveries under (i) and (ii) above will be exhibited as reduction of expenditure under the head "64—Miscellaneous expenditure connected with the War, 1939", through distinct deduct entries.

[TRA.916]

30. Miscellaneous—All vacancies caused by transfers to Army training centres will be treated by Tribunals and Selection Committees as "secondary" vacancies. Vacancies caused by transfers to Civil centres will be regarded as "original" vacancies (see paragraph 68, Part I)

ANNEXURE I.

Assam.

1. J. R. H. the Prince of Wales Technical School, Jorhat
2. Surma Valley Technical School, Sylhet.

Bengal.

3. George Telegraph Training Institute, Calcutta.
4. Calcutta Tramways Co., Ltd., Nonapukur Workshop, Calcutta.
5. Vishnupur Technical School, Vishnupur.
6. Moberly Technical School, Hoogly.
7. Alauddinullah School of Engineering, Dacca.
8. Calcutta Engineering College, Ballygunge, Calcutta.
9. Institute of Engineering and Technology, Calcutta.

Bihar.

10. Bihar College of Engineering, Patna.
11. Public Works Department Workshop, Dehri-on-Sone.
12. Jamshedpur Technical Institute, Jamshedpur.

Bombay.

13. Bombay Technical Training Centre, Colaba, Bombay.
14. Engineering College, Poona.
15. Nowrosjee Wadia College, Poona.
16. King Edward VII Technical Institute, Dhulia.
17. R. C. Technical Institute, Ahmedabad.
18. F. S. Parekh Technical Institute, Surat.
19. School of Industry, Ratnagiri.
20. Victoria Jubilee Technical Institute, Bombay.

Central Provinces and Berar.

21. Government School of Handicrafts, Akola.
22. Government Engineering School, Nagpur.

Delhi.

23. Indian Technical Institute, New Delhi.
24. Delhi Electric Supply and Traction Co., Ltd., Delhi (only for Engine Drivers).
25. Delhi Polytechnic, Delhi.
26. Technical Institute, Anglo-Arabic College, Delhi.

Madras.

27. P. Orr and Sons, Ltd., Madras.
28. P. S. G. and Sona Charity Industrial Institute, Peelamedu, Coimbatore.
29. Government Industrial School, Madura.
30. P. T. Lee Chengalvaraya Naicker's Technical & Industrial Institute, Madras.
31. Madras Training Centre, Avantapur.
32. Ramakrishna Mission Industrial School, Mylapore, Madras.
33. Instrument Mechanics Training Centre, Hindupur.
34. P. V. Krishniah Choudary Training Centre, Guntur.

N. W. F. P.

35. Technical Training Centre, Peshawar.

Orissa.

36. Orissa School of Engineering, Cuttack.

Punjab.

37. Government Wood Working Institute, Jullundur.
38. North Western Railway Workshops, Mohhalpura.
39. Punjab College of Engineering and Technology, Lahore.
40. Government Metal Works Institute, Sialkot.
41. Government Industrial School, Ferozepur City.
42. Government Industrial School, Rohtak.
43. Government Industrial School, Rawalpindi.
44. Bridge Workshops, Jhelum.

Sind.

45. N. E. D. Engineering College, Karachi.
46. Jamia Islamia Institute, Karachi.
47. Indian Civil Engineering Institute, Sukkur.
48. Victoria Jubilee Technical Institute, Sukkur.

United Provinces.

49. Thomason Civil Engineering College, Roorkee (only for Surveyors).
50. Central Wood Working Institute, Bareilly.
51. Allahabad Technical Training Centre, Allahabad.
52. Government Technical Institute, Gorakhpur.
53. Government Technical Institute, Lucknow.
54. Government School of Agriculture, Bulandshahr.
55. Government Carpentry School, Allahabad.
56. Forest Research Institute, Dehra Dun.
57. Shia Intermediate College, Lucknow.

Baroda.

58. Kalabhavan Technical Institute, Baroda.

Cochin.

59. Government Trades School, Trichur.

Gwalior.

60. Central Technical Institute, Lashkar, Gwalior.

Indore.

61. Rasalpura Vocational School, M. C. C. Mission, Mhow.

Jodhpur.

62. Jodhpur Railway Workshop, Jodhpur

Khairpur.

63. Sir Ali Murad Techl Instt, Khairpur Mirs

Kolhapur.

64. O'Brien Technical Institute, Kolhapur.

Mysore.

65. Engineering College, Bangalore.

Travancore.

66. College of Engineering, Trivandrum.

ANNEXURE II.

Sliding Scale of establishment of Civil Hostels.

STAFF.	200 Above Above Above Above					Remarks
	to	400	600	800	1,000	
	400	&	&	&		
	upto	upto	upto	upto		
	600	800	1,000			
Commandant—						
Major	1	1	1	1	1	
Captain	1	1	1	1	1	
Adjutant (Lieut.)	1	1	1	1	1	
Duty Subaltern	1	1	1	1	1	
V. C. O.						
Subedar Major	1	1	1	1	1	
Subedars	1	1	1	2	2	
Jemadars	1	1	2	2	3	Plus 1 Jemadar for every 400 above 1,000
N. C. O.s.						
Havildar Major	1	1	1	1	1	
Havildars	1	2	3	4	5	Plus 1 Havildar for every 400 above 1,000.
Havildar Clerks—						
1st Grado (a)	1	1	1	1	1	
2nd Grado (a)	1	1	1	1	1	
3rd Grado (b)	1	2	3	3	3	Plus 1 Grado III Clerk for every 400 above 1,000.
Naiks ..	3	5	7	9	11	Plus 1 Naik for every 300 above 1,000.
Drill Instructors. Naik ..	2	3	4	6	8	Plus 1 Naik for every 400 above 1,000.
Sepoys (c) ..	15	20	35	30	35	Plus 4 Sepoys for every 100 above 1,000.
Carries follows (d)—						
Tailor (for Milv. Estt.) ..	1	1	1	1	1	
Bootmaker (for Milv. Estt.) ..	1	1	1	1	1	
Cook I. T. (for Milv. Estt.) ..	1	3	3	2	2	Plus 1 Cook I. T. for every 20 other ranks above 60.
Water Carriers (for Milv. Estt.) ..	2	2	2	2	2	Plus 1 Water Carrier for every 40 other ranks above 60.
Sweepers (for Milv. Estt.) ..	1	1	1	1	2	
Sweepers (General Duty) ..	5	7	10	12	12	Plus 1 Sweeper for every 100 above 1,000.

(a) Men of medical category lower to 'A' may be accepted.

(b) Civilians, category 'C' under para. 4 of A. I. I. 290/1941 may be employed in the grade of 45—2½—9 (F. B.)—2½—100, with a commencing pay of Rs. 50 p. m.

(c) Sepoys includes Sepoys required for Gate Guards, Training Centres, Escort, Regimental Police, Orderlies, etc.

(d) May be employed on oomick rates of pay.

ANNEXURE III.

Cymal centres located at :-

Ordnance Depot or Arsenal with
which indents should be placed.

1. Bangalore, Trivandrum, Bombay, Dhuha, Coimbatore, Madras, Poona, Cuttack, Anantapur, Hindupur, Surat, Ratnagiri, Akola, Baroda, Bhavnagar, Mhow, Dehra Dun, Gwalior and Guntur Kirkee Arsenal.
2. Karachi Quetta Arsenal.
- 3 Dacca, Vishnupur, Madura, Allahabad, Burreilly, Sylhet, Lucknow, Ballygunge, Nagpur, Patna, Jodhpur, Roorkee, Jorhat, Hooghly, Calcutta, Narayanganj, Jamshedpur, Dehri-on-Sone, Gorakhpur, Bulaundshahr, Ahmedabad and Delhi: Allahabad Arsenal.
- 4 Sialkot, Ferozepur, Mughalpura, Lahore Lahore Depot.
5. Peshawar Rawalpindi Arsenal.

ANNEXURE IV.—(SEPARATE SHEET FOR EACH ITEM).

Name of article.—Shirts Maxi.

Voucher No. date.	Received from Issued to	RECEIPTS.			ISSUES.			BALANCE.		
		Serviceable.	Part worn.	Unservice- able.	Serviceable.	Part worn.	Unservice- able.	Serviceable.	Part worn.	Unservice- able.
C/0/11/12	Rawalpindi Area- nal.	100	100
4/12	New Trainees	50	50
7/12	Trainees discharg- ed.	..	40	50	40	..
8/12	Rawalpindi Area- nal.	40	50

ANNEXURE V.—Name of Trainee.—E. Brown.

ANNEXURE VI.—SIZE SCALE (Short Mazri).

Measurements of Man.							
Size.				Height.	Waist.		Breech.
					Ft.	Ins.	Ins.
01	5	1	27-28
					5	2	23-34
2	5	3	29-30
3	5	4	30-31
3A	5	4	31-32
5	5	5	29-30
6	5	6	30-31
6A	5	6	32-33
8	5	7	30-31
9	5	8	32-33
9A	5	8	34-35
11	5	9	31-32
12	5	10	33-34
12A	5	10	35-36
12B	5	11	37-38
14	5	11	32-33
15	5	12	34-35
16A	6	0	36-37
16B	6	1	38-39
17	6	1	45-46
18	6	2	33-34
18A	6	2	35-36
					6	2	41-42
					6	2	43-44
					6	2	47-48

SIZE SCALE (Shirts Mazri.)

Size Indian	Home (approx.)	Height. Man.	Breast of	Shirt.	Sleeve length from centre of back at bottom of yoke.	Cuff when buttoned.
1	1 & 2	Ft. Ins.	Ins.	Ins.	Ins.	Ins.
		3 3	34-37	43	30	9 $\frac{1}{2}$
		to 3 3 5 5				
2	3 & 4	5 to	35-39	45	32	10
		5 8				
		5 9				
3	5 & 6	6 to	37-41	49	34	10 $\frac{1}{2}$
		6 0				
		6 1				
4	7	6 to	39-43	52	36	11
		6 2				

NOTE—Shirts made to the revised scale are marked with letters "N.S." above the size number for identification.

SIZE SCALE (Socks Worsted).

Length of font In.	Size No. Boys.
9	0
10	1
10½	2
11	3
11½	4

PART-III.
STORES GUIDE.

This Guide deals with the supply to training centres on payment of consumable stores such as files, chisels, hacksaw blades, mild steel, tool steel, pipes, tin strips, brass cuttings, solder and carbide of calcium. Owing to the vast demand for these items, they are now practically unobtainable in the market and to avoid any interference with training, the Labour Department have arranged for the Director of Supplies to hold reserve stocks for sale to training centres.

I.—Equipment.

1. The following items will be held in the reserve stock. The prices given are approximate only and will vary in accordance with market fluctuations.—

Rs. A. P.

Hack-saw blades any size 8" to 12"	2	3	9	per doz.
Cold Chisels Flat 3 8"	
Cold Chisels Flat 3 4"	
Cold Chisels cross cut 1 4"	0.9-0 to 0.14-0 each.
Cold Round nose 1 4"	
Chisels flat 1"	
Files Flat Rough 10"	18	3 6 per doz.
Files 1/2 Round Rough 10"	20	14 6 per doz.
Files Flat 2nd cut 10"	24	6 0 per doz.
Files Square 2nd cut 10"	41	7 6 per doz.
Files 1/2 Round cut 10"	39	12 6 per doz.
Files 3 Square 2nd cut 8"	18	0 0 per doz.
Files Round 2nd cut 8"	35	13 6 per doz.
Files Flat Smooth 6" or 8"	20	4 6 per doz.
Files 1/2 Round Smooth 6" or 8"	27	15 6 per doz.
Twist Drills 1/4" to 1" by 1 16"	123	0	9 per set.
File Handles	0	2 0 each.
Alligator type Belt fasteners No 25 suitable for belts 3 16" to 9 32" thickness.				
Carpenters oil stones and Carborandum combination stones.				
Cast Steel Figure Stamps 4" X 3 16".				
Cast Steel Number Stamps 1" X 3 16".				
Machine Saw Blades 12" X 1"	7	3	9 per doz.
Machine Saw Blades 12" X 1"	18	5	6 per doz.
Steel Rules Engineers (graduated 32nd, 16th and 8th) 12"—Rs 3 1-0 each.				

Grinding Wheels.

- (1) 10" X 1" X 1"
 - (a) Grit and Grade 36 P.
 - (b) Grit and Grade 46 M.
 - (c) Grit and Grade 60 N 5 BE Almondum
- (2) 10" X 2" X 1"
 - (a) Grit and Grade 20 P.
 - (b) Grit and Grade 46 M.
 - (c) Grit and Grade 80 K.

The following types of Mild Steel are kept in reserve stock for the manufacture of Bolts, Nuts and Rivets :—

Hexagon Bars.—Mild Steel.

					Nut Size.
a.	1"
b.	1 1/8"
c.	1 1/4"
d.	1 1/2"
e.	1 3/4"

NOTE.—In order to avoid confusion, when indenting for hexagon bars, Heads of centres should invariably specify the "nut size" of the bars required and not the "across flats" dimensions.

[TRD-416 : TRD-2069.]

6. Requirements of iron and steel for training purposes in the engineering trades have been fixed at 3 1/4 cwt. per trainee per quarter, and it has been decided that steel should be supplied on the following scale. No licence is at present required for iron :—

Fitters	.	18.5 lbs per head per month.
Blacksmiths	..	14.0 lbs. "
Turners	..	18.5 lbs. "
Machinists	..	9.0 lbs. "

Indents for quarterly requirements in accordance with this scale may be placed direct on the Director of Supplies, 12, Dalhousie Square, Calcutta, giving the types weights and quantities of steel. In view of transport difficulties, training centres should estimate their quarterly requirements and send their indents to the Director so as to reach him before the dates prescribed for the different periods mentioned in paragraph 7 below. If the particular types and sizes indented for are not available in the reserve the Director of Supplies will use his discretion and supply the nearest equivalent. If Black Sheets or Plates (Ordinary) are required for training purposes, supplies of scrap material of this description may be obtained from the Director of Supplies. Bolts, Nuts, Rivets and Washers are not now available in the market and it has been decided by the Steel Controller, Calcutta, that arrangements for the fabrication of these items should be made direct by indentors with firms which can undertake this work. A list of such firms is given in Annexure I, page 67, but this is by no means complete and training centres are at liberty to make arrangements with any other firms which are in a position to undertake the work.

[TRD-416 : TRD-2069.]

7. Steel required for the manufacture of Bolts, Nuts and Rivets is to be supplied from the reserve stock and in duplicate to the Labour Department through the Regional Inspector concerned giving the weights of the various categories required. The latest dates for the issue of licences for Period IV—1943 and for the four periods of 1944 are as follows. The dates for subsequent periods will be notified in due course :—

Period IV (October to December) 1943—31st July 1943.

Period I (January to March) 1944—31st October 1943.

Period II (April to June) 1944—31st January 1944.

Period III (July—September) 1944—30th April 1944.

Period IV (October—December) 1944—31st July 1944.

Applications for licences for the respective periods should be sent to the Labour Department at least 15 days before these dates and when the licence is obtained, no time should be lost in placing orders on stock-holders either

for immediate supply or for forward delivery as soon as they can obtain the material from the producers. The price to be paid to the stock-holder should be the producer's price (war contract or commercial rates whichever are applicable) plus the agreed stock-holder's charges for tested or untested material whichever may be the case. A list of stock-holders who are prepared to work on this basis is given below:—

District. (Stockists, Name and address.)

A. Tested Steel—

Calcutta & Bengal	..	M/s. Balmer Lawrie & Co., Ltd, 103, Clive Street. M/s. Burn & Co., Howrah. M/s. Jessop & Co., 93, Clive Street, Calcutta. M/s. Martin & Co., 12, Mission Row, Calcutta.
Bombay & Bombay Presidency.	..	M/s. Tata Iron & Steel Co.'s Stockyard, Bombay.
Sabarmati	..	M/s. Tata Iron & Steel Co.'s Stockyard, Sabarmati.
Hyderabad	..	M/s. Tata Iron & Steel Co.'s Stockyard, Secunderabad.
Karachi & District	..	M/s. Tata Iron & Steel Co.'s Stockyard, Karachi City.
Madras	..	M/s. Tata Iron & Steel Co.'s Stockyard, Madras.
Punjab and N. W. F.	P	M/s. Tata Iron & Steel Co.'s Stockyard, Jullundur.
Nagpur	..	M/s. Tata Iron & Steel Co.'s Stockyard, Nagpur.
Vizianagram	..	M/s. Tata Iron & Steel Co.'s Stockyard, Vizianagram.
U. P. & Central India	..	M/s. Tata Iron & Steel Co.'s Stockyard, Cawnpore.

B. Untested Steel—

Calcutta & Bengal	..	M/s. Bengal Galvanised Sheet Merchants Association. (For all Galvanised and Black Sheet.) M/s. Tata/Seob Dealers' Association, 100, Clive St. (For all other Untested Steel.)
Bombay & Bombay Presidency.	..	M/s. Tata Iron & Steel Co.'s Stockyard, Bombay.
Sabarmati	..	M/s. Tata Iron & Steel Co.'s Stockyard, Sabarmati.
Hyderabad	..	M/s. Tata Iron & Steel Co.'s Stockyard, Secunderabad.
Karachi & District	..	M/s. Tata Iron & Steel Co.'s Stockyard, Karachi City.
Madras	..	M/s. Tata Iron & Steel Co.'s Stockyard, Madras.
Punjab and N. W. F.	P	M/s. Tata Iron & Steel Co.'s Stockyard, Jullundur.
Nagpur	..	M/s. Tata Iron & Steel Co.'s Stockyard, Nagpur.
Vizianagram	..	M/s. Tata Iron & Steel Co.'s Stockyard, Vizianagram.
U. P. & Central India	..	M/s. Tata Iron & Steel Co.'s Stockyard, Cawnpore.

(A.B.—This list is issued to assist indentors where necessary. There is nothing against any indentor using other stockists of Iron and Steel not listed.)

[TRD-IIIG : TRD-2069]

V.—High Speed Tool Steel

6. There is a serious shortage of High speed tool steel and rigid economy is now necessary. Training centres are therefore advised to collect all their scrap tools and have them cut up and made into tipped tools. If no such scrap is available, tool steel may be obtained in quarterly lots the Director of Supplies at the rate of 7 lbs. per machine per month. From this allotment training centres will be expected to tip tools. (See Part V). If training centres are unable to undertake

3. Messrs. Bose Manna & Co., 74-2, Ichapore Road, South Bantra, (Howrah).
4. Messrs. Banerjee Bros., 28, Strand Road, Calcutta.
5. Messrs. Basak Factory, 3, Brojodulal Street, Calcutta.
6. Messrs. Bengal Potteries, Ltd., 45, Tangra Road, Calcutta.
7. Messrs. Bhattacharjee & Co., 61, Clive Street, Calcutta.
8. Messrs. Bando & Co., Ltd., 35, Diamond Harbour Road, Alipore, Calcutta.
9. Messrs. B Banduri & Bros., 122, Circular Road, Chakraberia, Howrah.
10. Messrs. C Comens & Sons Ltd., 103-3, Diamond Harbour Road, Behala, Calcutta.
11. Messrs. B Chatterjee & Co., 84-A, Clive Street, Calcutta.
12. Messrs. The Dominion Trading Corporation, 22, Tiljala 1st Lane, Tiljala P. O., 21 Pargas.
13. Messrs. B. T. Dutt & Co., 84-A, Clive Street, Calcutta.
14. Messrs. Eastend Traders, 1, British Indian Street, Calcutta.
15. Messrs. Gobindo Sheet Metal Works & Foundry, 210, Harrisou Road, Calcutta.
16. Messrs. The Gujarat Silicate Works, 241 & 421A, Manicktalla Main Road, Calcutta.
17. Messrs. S. N. Ghose & Co., 16, Galiff Street, Calcutta.
18. Messrs. General Traders Syndicate Ltd., 84A, Clive Street, Calcutta.
19. Messrs. K. T. Hung & Bros., Brabourne Court, 1, Chadney Chowk, Calcutta.
20. Messrs. Hindusthan Traders, 795, Circular Road, Howrah.
21. Messrs. India Metal Product Co., 59A, C. N. Roy Road, P. O. Tiljala, 24 Parganas.
22. Messrs. Indian Mercantile Union, B5, Clive Buildings, Calcutta.
23. Messrs. International Engineering Works, 55, Kali Temple Road, Kalighat P. O., Calcutta.
24. Messrs. Jessop & Co., Ltd., 93, Clive Street, Calcutta.
25. Messrs. Khan Palehoudhury & Co., Ltd., Gupta Mansions, 84A, Clive St., Calcutta.
26. Messrs. M. T. Lyall & Co., 36, Strand Road, Calcutta.
27. Messrs. S. B. Mitra, 93 1/4, Clive Street, Calcutta.
28. Messrs. P. C. Mitter & Co., 95, Clive Street, Calcutta.
29. Messrs. Metallic Engineering Works, 38, Rajabollov Saha Lane, Howrah.
30. Messrs. S. N. Mulliek & Co., 98, Clive Street, Calcutta.
31. Messrs. Miscellaneous Engineering Stores, 84A, Clive Street, Calcutta.
32. Messrs. Nirmal Brothers, 123, Narasingha Dutta Road, Howrah.
33. Messrs. National Iron & Steel Co., Ltd., 3rd Floor, Stephen House, 4, Dalhousie Square East, Calcutta.
34. Messrs. National Bolts & Nuts Ltd., 232, Bellilios Road, Howrah.
35. Messrs. Premier Stores Supplying Co., Ltd., "Law Building", 8, Royal Exchange Place, Calcutta.
36. Messrs. S. Dass & Brothers, 84A, Clive Street, Calcutta.
37. Messrs. Sharma & Sisra, 34, Strand Road, Calcutta.
38. Messrs. Shree Vishwakarma Industries, 192, Cross Street, Calcutta.
39. Messrs. Shree Krishna Ltd., 192, Cross Street, Calcutta.
40. Messrs. Shanker Industries, 192, Cross Street, Calcutta.
41. Messrs. Steel Equipment & Construction Co., Ltd., 22, Grand Trunk Lillooal, Howrah.
42. Tosh Iron Works, 78, Chetla Road, P. O. Alipore, Calcutta.
43. J. N. Mukerjee & Co., 98 1/4, Clive Street, Calcutta.
44. K. D. Ganguly & Co., 70, Clive Street, Calcutta.

45. Messrs. Macmohan & Co, 84A, Clive Street, Calcutta.
46. Messrs P. N. Seal & Co., 82, Clive Street, Calcutta.
47. Messrs. A. S. Abdullabhay & Co., 81, Clive Street, Calcutta.
48. Messrs. Coondoo Paul & Co., 20, Raja Woodmunt Street, Calcutta.
49. Messrs. P. K. Mookerjee & Co, Ltd., D1, Juggernath Ghat Road, Calcutta.
50. Messrs. The Engineering Stares Supply Co, Room No. 17, 80 Strand Road, Calcutta
51. Messrs. A. R. Brothers, 29, Strand Road, Calcutta
52. Messrs. S. P. Dass & Co., 30, Strand Road, Calcutta.
53. Messrs. Dey & Co., 39, Clive Street, Calcutta
54. Messrs. Laha Ganguly & Co., 12, Rajawoodmunt Street, Calcutta.
55. Messrs. K. Coomar & Co., 13, Monohar Dass Chowk, Calcutta.
56. Messrs. C G. Engineering Works, 233, Bellillios Road, Howrah.
57. Messrs. Calcutta Wire Netting & Engg. Stores, 18, Raja Woodmunt Street, Calcutta.
58. Messrs. P. C. Dutta & Sons, 84A, Clive Street, Calcutta.
59. Messrs. S. C. Choudhury & Co., 71, Clive Street, Calcutta
60. Messrs. N. C. Paul & Co, 196, Panchanantola Road, Howrah.
61. Messrs. K. L. Ghose & Co., 61, Clive Street, Calcutta

OTHER AREAS.

1. The Iron Washer Manufacturing Co. 48[56], Genralganj, Cawnpore.
2. Gauri Shanker, 1st Floor, 24, Faizbazar Road, Daryaganj, Delhi.
3. Darubra & Darubra, 72, Queensway, New Delhi.
4. Model Industries, Dayalbagh, Agra.
5. Khem Chand Rajkumar, Jullundur City.
6. Aminchand Pyare Lal, Tanda Road, Jullundur City.
7. Indian Hardware Co., Jullundur City.
8. Baroda Bolt & Engineering Works, Goya Gate, Baroda.
9. Amecjee Valleejee & Sons, Mercantile Chambers, Bunder Road, P. O. Box 51, Karachi.
10. Universal Screw Factory, C/o. Jawala Flour Mills, Chheharta, Amritsar, N. W. R.
11. Handa Mills Ltd, Phagwara, N. W. R.
12. Morvi Bolts & Ironworks, Savsar Plot, Morvi, Dt. Kathiawar.
13. Richardson Cruddas, Byculla Iron Works, Bombay.
14. Amar Iron & Steel Works, Darukhana, Mazagaon, Bombay.
15. Amritlal & Co, Darukhana, Mazagaon, Bombay 10.
16. Colaco Titus, 335-37, Duncan Road, Bombay 4.
17. A. A. Dehgamwalla & Co, Ltd., 5S, Khoka Bazar, Bombay.
18. The Nut Bolts Ltd, Victoria Bunder Road, Sassoon Dock, Colaba, Bombay.
19. Anderson Dawan & Co. Ajam Building, Ballard Road, Bombay.
20. Kirloskar Bros, Ltd, Kriloskarvadi, Dist. Satara, India.
21. Hind Cycles Ltd., Worli, Plot No. 250, Bombay, 18.
22. Government Electric Factory, Mysore Road, Bangalore City, South India.
23. Harrisons & Crossfield Ltd., Quilon, South India.

3. Messrs. Bost Manna & Co., 74-2, Ichapore Road, South Bantra, (Howrah).
4. Messrs. Banerjee Bros., 28, Strand Road, Calcutta.
5. Messrs. Basak Factory, 3, Brojedugal Street, Calcutta.
6. Messrs. Bengal Potteries, Ltd., 45, Tangra Road, Calcutta.
7. Messrs. Bhattacharjee & Co., 61, Clive Street, Calcutta.
8. Messrs Bando & Co., Ltd., 35, Diamond Harbour Road, Alipore, Calcutta.
9. Messrs. B. Banduri & Bros, 122, Circular Road, Chakraberia, Howrah.
10. Messrs. C. Comens & Sons Ltd., 103-3, Diamond Harbour Road, Behala, Calcutta.
11. Messrs. B. Chatterjee & Co., 84-A, Clive Street, Calcutta.
12. Messrs. The Dominion Trading Corporation, 22, Tiljala 1st Lane, Tiljala P. O., 24 Parg.
13. Messrs. B. T. Dutt & Co., 84-A, Clive Street, Calcutta.
14. Messrs. Eastend Traders, 1, British Indian Street, Calcutta.
15. Messrs. Gobindo Sheet Metal Works & Foundry, 210, Harrison Road, Calcutta.
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20. Kirloskar Bros., Ltd., Kirloskarwadi, Dist. Satara, India.
21. Hind Cycles Ltd., Worli, Plot No. 250, Bombay, 18.
22. Government Electric Factory, Mysore Road, Bangalore City, India.
23. Harrisons & Crossfield Ltd., Quilon, South India.

ANNEXURE II.

Application for the supply of coal and coke required exclusively for training under the Technical Training Scheme.

1. Name of the Training Centre
2. Weight in tons or maunds.
3. (a) Period for which the quantity will be sufficient.
(b) Average daily consumption
4. Quality of coal or coke required.
5. Trades for which required, with the no. of trainees in each trade.

Note—In the case of *Blacksmiths*, the number of standard size forges in use should be given, and if coal is required for *Moulders*, the precise details of its use, e.g., core-drying, preparation of moulding sand, furnace, etc., should be stated.

6. If coal is required for engines, the I.H.P. should be stated and also the no. of working hours
7. If coke is required for hostels, the number of trainees residing in them should be given.
8. Names of usual suppliers

Signature of the Head of the Centre.

Remarks by the Regional Inspector.

NOTES (1)—This application should be submitted to the Government of India, Department of Labour, through the Regional Inspector concerned. Before sending the application training centres should invariably do their best to obtain their requirements from local sources.

(2)—Quantities of less than one small wagon load (i.e., 12 tons) should not be asked for.

PART IV.

STANDARD SETS OF TOOLS AND INSTRUMENTS.

Basic Training Tool Kit.—

- 1 Vice (1 between 2).
- 1 Hammer.
- 1 Cold Chisel— $\frac{1}{4}$ ".
- 1 Cross Cut— $\frac{1}{4}$ ".
- 1 File—10"—Rough.
- 1 Rule—12".
- 1 Hacksaw Frame (1 between 4).
- 1 Ratchet Brace per 50 trainees.

Tri-Squares and Callipers—to be made at the training centres.

No tool kits for Basic Training, other than ratchet braces, should be supplied to training centres which have already received tool kits for Fitters, Electricians, Electrical Fitters, Engine Artificers, Engine Drivers and Instrument Mechanics.

At centres where Armature Winders, Blacksmiths, Boiler-Makers, Draughtsmen (Mechanical), Drillers, Grinders, Machinists, Millers, Moulders, Plumbers, Riveters, Tin and Copper-Smiths, Turners, Welders (Electric) and Welders (Oxy-Acetylene) are being trained, extra tools will be supplied, but demands should be limited to $1\frac{1}{4}$ th of the number of seats sanctioned in these trades where only one shift is in operation, or to $1\frac{1}{8}$ th of the number of seats sanctioned where two shifts are in operation.

BLACKSMITH.

(One set per two trainees.)

One each—flat, hollow and side tongs.

- 1-2 lbs. hand hammer handled.
- 1-7 lbs sledge hammer handled.
- 1 flat chisel 1" cut.
- 2 sets hammer handled.

One each— $1\frac{1}{2}$ ", 3 $\frac{1}{4}$ " and 1" top and bottom swages.

- 2 Cold sets.

One each— $1\frac{1}{2}$ " and 1" dia. punches.

- 1 Hardie or bottom set for anvil.

CARPENTER and PATTERN-MAKER.

One—Jack plane 16". 2 $\frac{1}{8}$ " cutter.

- " Smoothing plane 2 $\frac{1}{2}$ " cutter.
- " Rabbet plane 1 $\frac{1}{2}$ " cutter.
- " Rounding plane 3 $\frac{1}{8}$ " cutter.
- " Hand-saw 24" long.
- " Tenon saw 10" long.
- " Firmer chisels straight edge.

one each—1", 1 $\frac{1}{2}$ " and 1 $\frac{1}{4}$ " wide.

- " Mortice chisels 3 $\frac{1}{8}$ ".

- " Gouge firmer chisels 3 $\frac{1}{8}$ ".

- " Try square—9" blade.

- " Sliding T bevel—9" blade.

- " Wooden mallet.

- " Marking gauge.

- " London pattern screw driver 9".

- " 10 oz. hammer handled.

- " Ratchet bit Brace—10 inches.

- " Auger bits one each 1 $\frac{1}{4}$ " and 3 $\frac{1}{8}$ ".

One—Pincers 6".

" Nail punch or brad.

" Rasp.

" Three square file 8" long.

Vices—one to every four trainees.

DRAUGHTSMAN.

1 Box containing :—1 Compass with Divider, ink, pencil points and lengthening bar. Two 4" compasses, ink and pencil. Three spring Bows, Divider, Ink and Pencil. One Drawing Pen.

One set of cardbornd scales.

One celluloid semi circular Protractor.

One pair celluloid set squares 45° and 60°.

1 Drawing Board 23" X 16".

1 Tee Square Teak Wood 24".

ELECTRICIAN.

(One set per trainee except where otherwise stated.)

One Electrician pliers insulated handle.

One Heavy duty line construction and cutting pliers.

One 4-fold 2 ft. box wood rule.

One 1½ lb. soldering iron.

One 10 oz pincers.

One 12 oz Exeter type Hammer.

One Turn Screw 8".

One Turn Screw 4".

One 6" cold chisel.

One 1½" Firmer wood chisel.

One Gimlet 1¼".

One Tenon saw 10".

One Saw pad and blade.

One Bradawl.

One Double blade Electrician knife.

One Hand vice 10 oz.....per 4 trainees.

One Conductor wire gauge.....per 16 trainees.

One Fitter's Vice.

One Electricians Vice. } per 8 trainees for first shift only.

ENGINE DRIVER AND ENGINE ARTIFICER.

One set fitters tools per engine.

Note.—Four trainees (three in the case of Engine Artificers) will work to one engine

FITTER (INCLUDING MILLWRIGHT AND TOOL-MAKER).

(One set per trainee except where otherwise stated.)

One Engineers Ball pane hammer 1 1½ lbs. handled.

One Cold chisel cross cut—1¼".

One Cold chisel round nose—1¼".

One Cold chisel flat—3½".

One Cold chisel flat—3¼".

One Engineers square—4" blade.

One Callipers outside bright firm joint—6".

One Callipers inside bright firm joint—6".

One Hermaphrodite—6".

One Divider—6".

One Engineers Steel rule 12" graduated 3½", 1½" and 1¾".

One Turn screw—8" long.

One each of the following Files :—

Flat Rough 10".

Square—2nd ent 10" X 1½".

Ham I—2nd cut 10".
 Half round—Rough 10".
 2nd cut 10".
 Three square—2nd cut 8".
 Round—2nd cut 8".

One Each—half round, flat and triangular Bearing per 2 trainees.
 Scrapers.

One Hack saw frame adjustable with blades—8" to per 2 trainees.
 12".

One Hand vice—12 oz. per 4 trainees.

One Key drift square per 4 trainees.

One Key drift half round per 4 trainees.

3 File handles.

One Bench vice per trainee for first shift only.

GRINDER.

One Steel rule 12".

One Inside callipers 6".

One Outside callipers 6".

One Gap callipers.

One Plug gauge.

One Set of micrometers .. } for two sets of tools.

One Dial gauge .. }

INSTRUMENT MECHANIC.

(One set per trainee except where otherwise stated.)

TOOLS

One Hammer 8 oz. Ball Pane

One Hammer 4 oz. Cross Pane

One Flat 10" 2nd Cut

One File Half Round 8" 2nd Cut

One File Flat 6" 2nd Cut

One File Half Round 6" 2nd Cut

One File Round 6"

One File Three Square 6" 2nd Cut

One Screwdriver 8" Cabinet

One Screwdriver 4" Cabinet

One Screwdriver watchmakers (set of 4)

One End Cutting Nippers 5"

One Flat nosed pliers 5"

One Rules Steel 6"

One Engineer Square 6"

One Scriber 6"

One Centre Punch 4"

One Pin Punches 1 set

One Tweezers 5"

One Cold Chisel $\frac{1}{2}$ "

One Inside Callipers 6"

One Outside Callipers 4"

One Odd Legs 6"

One Dividers 6"

Three File Handles

One Hack saw Frame 12" per 6 trainees.

One Hand Vice 1 $\frac{1}{2}$ " per 6 trainees.

One Scrapers (sets of 3) per 6 trainees.

One Eye Glass—Watchmakers per 6 trainees.

One Split Lamp per 12 trainees.

One Soldering Iron 8 oz.	per	12 trainees.
One Breast Drill.	per	12 trainees.
One Micrometer 0-1"	per	12 trainees.
One Tommy Bars set 6	per	12 trainees.
One Surface Plate	per	15 trainees.
One Scribing Block	per	15 trainees.
One Spirit Jar	per	15 trainees.
One Cover Glass	per	15 trainees.
One Micrometer 1"-2".	per	20 trainees.
One Vernier Callipers	per	20 trainees.

OTHER EQUIPMENT.

One Power Grinding Machine	per centre.	
One Lathe Precision 4½"	per	15 trainees.
One Lathe Watchmakers	per	30 trainees.
One Drawing Instruments—Set	per	15 trainees.
One Drawing Set Squares	per	15 trainees.
One Bench Drilling Machine	per	100 trainees.
One Drills set $\frac{1}{2}$ " to $\frac{5}{8}$ "	per	100 trainees.
One B. A. Stocks & Dies Set	per	100 trainees.
One Twist Drills (Sets 1 to 60) per set	per	25 trainees.
One Whitworth Stocks & Dies per set	per	25 trainees.

Bench vices will be supplied for first shift only at the rate of one per trainee.

MASON AND BRICKLAYER.

One Cast Steel Pointing Trowel 6"		
One Cast Steel Brick Trowel 10".		
One Cast Steel Plastering Trowel 10½" \times 4".		
One Cast Steel Trowel 3".		
One Cast Steel Trowel 2".		
One Brass Plum Bob 2".		
One Wooden (Mason's) Straight Edge 3 ft. long.		
One 100 ft. good twine		
One Masons square 18" \times 12"		
One Bricklayers Hammer		
One 12" spirit level		
One 2 ft. 4 fold rule.		

MOTOR MECHANIC.

1 Engineers ball pane hammer 1½ lbs. handled.		
1 each cold chisels flat 3½" and 3¾", cross cut 1¾". round nose 1¾".		
2 Key drifts.		
1 Callipers outside firm point 6".		
1 Callipers inside firm joint 6".		
1 Engineers steel rule 12" graduated 32nd.		
1 Hack-saw frame with blades.		
2 Turn screws 8" and 4".		
1 each of the following Files :—		
Flat rough 10".		
Square 2nd cut 10" \times 1½".		
Hand 2nd cut 10".		
Half round rough 10".		
Half round 2nd cut 10".		
Three square 2nd cut 8".		
Round 2nd cut 8".		

1 Each—1½ round, flat and triangular Bearing Scrapers.

3 File handles.

1 pair cutting pliers.

1 set double ended spanners 1½" X 5½".

3½" X 7½".

1½" X 9½".

5½" X 3½".

1 Feeler Gauge.

MOULDER.

(1 kit for 4 trainees)

Set of smoothers comprising 6 tools various

Set of hearts, squares and scoops comprising 10 tools.

Set of trowels, assorted comprising 8 tools.

Set of beads assorted comprising 8 tools.

Set of cleaners assorted comprising 6 tools.

PAINTER.

(One set per trainee.)

Paint brushes.

One each—Oval size—2½ and 4½.

One Flat—1".

One Flat—2".

One spray painting machine per centre.

PLUMBER

STATEMENT "A"

(One set for every batch of 4 trainees.)

1. Shave Hook	1 No.
2. Cutting Shears, 10"	1 No.
3. Hammer 1½ lbs.	1 No.
4. Blow lamp medium size	1 No.
5. Ladle	1 No.
6. Pipe Clamp	1 No.
7. Compasses 6"	1 No.
8. Saw, 12"	1 No.
9. Gas Pliers	1 No.
10. Cutting Pliers	1 No.
11. Rough Flat File, 12"	1 No.
12. Smooth Flat File, 12"	1 No.
13. Smooth Half Round File, 12"	1 No.
14. Rough Half Round File, 12"	1 No.
15. Rasp 10"	1 No.
16. Solder Pot	1 No.
17. Copper Bit	1 No.
18. Screw Driver 10"	1 No.
19. Cold Chisel, Flat. ½"	2 No.
20. Cold Chisel, Flst. ¼"	2 No.
21. 2 Feet foot-rule, four fold	1 No.
22. 12" Rabone's Wooden Spirit Level	1 No.
23. Internal Callipers 6"	1 No.
24. External Callipers 6"	1 No.
25. Plumbob	1 No.
26. Trowel, 8" X 3½"	1 N
27. Hardened Steel Square with bevelled edges 18" both ways				

28. Pipe Vice	1 No.
29. Hacksaw frame 12" and blades	1 No.
30. Chain Tong	1 No.
31. Stillson Pipe wrench ($\frac{1}{2}$ " to $1\frac{1}{2}$ ")	1 No.
32. Monkey Spanner	1 No.

(One set for every batch of 16 trainees.)

33. Stove for melting solder	1 No.
34. Melting pot	1 No.
35. Oster's Adjustable stocks and dies	2 No.
36. Engineers Ratchet with bits of different sizes from $\frac{1}{2}$ " to 1".				1 No.
37. Barnes type three wheel pipe cutter $\frac{1}{2}$ " to 2"	1 No.
38. Caulking tools	1 Set

STATEMENT "B".

PLUMBER'S TOOLS THAT CAN BE MADE LOCALLY *(One set for four trainees.)*

1. Mallet, Small	1 No.
2. Mallet, Big.	1 No.
3. Wedge	1 No.
4. Flat Dresser	1 No.
5. Round Dresser	1 No.
6. Bossing Stick	1 No.
7. Turn pin in each of the following sizes $\frac{1}{2}$ ", 1", $1\frac{1}{2}$ " and $1\frac{3}{4}$ ".				1 No.
8. Bobbins in wood in the sizes of $\frac{1}{2}$ ", 1", $1\frac{1}{2}$ " and $1\frac{3}{4}$ "	6 No.
9. Bobbins in Brass in the sizes of 1" & $1\frac{1}{2}$ "	2 No.
10. Gauge	1 No.
11. Bent Bolt	1 No.
12. Dummy of various sizes	3 No.
13. Wiping Cloth	1 No.
14. Wooden Hammer	1 No.
15. Solder Splashing Stick	1 No.
16. Chipping Knife	1 No.
17. Brush	1 No.
18. Mandrill in each of the following sizes, 1", $1\frac{1}{2}$ " and $1\frac{3}{4}$ ".				1 No.
19. Jumper	1 No.
20. Country wood table 8 ft. \times 5 ft \times $2\frac{1}{2}$ ft.	1 No.

TINSMITH AND COPPERSMITH

(One kit per two trainees.)

- One—Creasing iron.
- One—Bick iron.
- One—Hatchet stake.
- One—Horse.
- One—Round head.
- One—Half moon stake.
- One—Round bottom stake.
- One—Anvil.
- One—Block hammer handled
- One—Planning hammer handled.
- One—Creasing hammer handled.
- One—Square.
- One—Grooving stake.

- One—Punches assorted.
- One—Mallets assorted.
- Two Snips—Straight and bent.
- One Three square file—8" long.
- One—Footrule.
- One—Pair of compasses.

TURNER AND MACHINIST (INCLUDING MILLER)

One set per machine, not per trainee.

- One Engineers Ball pane hammer 1½ lbs. handled.
- One Engineers square—4" blade.
- One Callipers outside firm joint 6".
- One Callipers inside firm joint 6".
- One Hermaphrodite 6".
- One Engineers steel rule 12" (graduated 32nd, 16th and 8th).
- One Bearing scraper triangular.

*Note :—*For the training of Machinists machines will ordinarily be supplied in the following proportions :—

Shaping machines	3
Slotting machines	2
Planing machines	1
Milling machines	1

There should not be more than 9 trainees to a battery of 6 machines or 10 trainees to a battery of 7 machines.

WELDER (Gas).

(One kit per two trainees.)

One pair Goggles. (British Standard Specification No. 679-1936 (Grade B.).

- One pair Tongs.
- One Hammer 2½ lbs.
- One Chisel.
- One cylinder Key.
- One Spanner ½" X 5½".
- One canvas Apron.
- One pair Gauntlet Gloves.
- One foot rule.
- One pair of compasses.

WELDER (Electric).

(One kit per two trainees.)

One pair Goggles (British Standard Specification No. 679-1936 (Grade B.).

- One pair Tongs.
- One Hammer 2½ lbs.
- One Chisel.
- One Spanner ½" X 5½".
- One canvas Apron.
- One pair Gauntlet Gloves.
- One Welding screen.
- One Chipping screen.
- One Chipping hammer.

SMALL TOOLS AND INSTRUMENTS.

(Standard sizes.)

Surface Gauges—9" spindle.

Surface plates 2 sizes—12" \times 12", 18" \times 18".Stocks & dies 1 $\frac{1}{4}$ " to 3 $\frac{1}{4}$ " by 1 $\frac{1}{16}$ ".Taps 1 $\frac{1}{4}$ " to 3 $\frac{1}{4}$ " by 1 $\frac{1}{16}$ " B. S. W.Reamers 1 $\frac{1}{4}$ " to 3 $\frac{1}{4}$ " by 1 $\frac{1}{8}$ ".

Feeler gauges 4" blades—8 leaves.

Depth Gauge 12" (plain).

Sliding Callipers up to 5".

Combination Square.

Screw pitch Gauge—B. S. W.

Micrometers 0—1" }
1"—3" } out.

2"—3"

Micrometers 2" to 8" }
(6 rod) } in.

V Blocks 4"—1 pair with clamps.

will be supplied according to requirements.

*Smaller size will be provided unless the larger size is mentioned.

PART V.

TOOL TIPPING.

The following procedure is recommended for brazing High Speed Steel Tips to Carbon Steel Shanks —

1. *Composition of a tipping compound—*

Take :—

		Mesh size.	Parts by wt.
Copper (filings or sawings)	..	30	206
Ferro-Silicon (50 : 50)*	..	60	280
Aluminium (filings or sawings)	..	30	40
Ferric Oxide (rouge)	..	—	45
Borax (Calcined)	..	30	430
			1,000

*Note.—If 50 : 50 Ferro-silicon is not available 70 : 30 or even 80 : 20 may be used, the Si and Fe being adjusted to equal weights by means of the addition of powdered cast iron turnings.

The above ingredients should be mixed thoroughly, care being taken to avoid the separation of the constituents of different density.

2. *To use —*

(i) Machine the end of the carbon steel shank to fit the ground high speed steel tip as perfectly as possible.

(ii) Apply a thin layer of the tipping compound which may be slightly moistened if very powdery to the surface of the joint and fix the tip in position with a piece of copper wire.

(iii) Transfer to the low temperature hearth of the hardening furnace and heat to soak the tip at 600/700°C.

(iv) Transfer to the high temperature hearth. At some temperature round about 1000°C. a reaction occurs in the powder at the joint accompanied by the evolution of heat. Watch for this, and when it is complete remove the tool from the furnace for an instant. Give the tip a light tap with a hammer to squeeze out the excess material. Return it to the furnace at once and rush the tip up to 1300/1360°C.

(v) Quench from 1300/1350°C. in oil or air blast.

(vi) Re-heat the tip to 600°C. (or such temperature as is recommended by the makers) in order to develop the secondary hardness fully.

(vii) Cool and grind.

3. This process will not only save a large amount of expensive imported High Speed Steel but will be found to be of advantage in that the hardening is quicker, surer and more fool-proof, owing to the relatively thin section of the tip.

4. The actual bond between the two steel surfaces is a very strong Cu-Al-Fe-Si alloy, which, during the slight "Thermit" reaction that occurs at about 1000°C., is superheated to the fusion point of the steel, thus rendering the weld complete. The alloy is extremely fluid and thoroughly "wets" all surfaces; the excess must be squeezed out by a tap of the hammer as the thinner the joint the stronger it is (compare bronze-jointing of steel with pure copper).

5. It is found by experience that if a tipped tool fails, the break is never at the joint which, if properly made, is stronger than the cast steel support.

Alternative Methods.

The undermentioned method has the advantage of using Brass swarf against copper foil which, at present, is somewhat difficult to obtain :—

1. The tipping compound is made up from :—

- (a) Borox
- (b) Brass swarf

and is prepared as follows :—

2. *Preparation*—

- (a) Crush Borax crystals to powder form.
- (b) Remove oil from brass swarf by burning.
- (c) Mix Borax with brass in proportion 6 to 10 respectively.
- (d) Place mixture in tray over blacksmith's fire and burn off surplus mixture thoroughly mixing the Borax and brass in the process.
- (e) Remove from fire and place in container.

3. *Tipping Sequence*.—Having prepared the compound the sequence of tipping operation are then as follows :—

- (a) Place tip and shank in Blacksmith's fire heat to approx. 500-600°C.
- (b) Remove from fire and apply liberal coating of compound lifting tip to ensure coverage of top surface of shank and bottom surface of tip.
- (c) Place in fire and heat to approx 500°C.
- (d) Remove and apply more compound between back faces and shank and tip. The mixture should by capillary action adhere to the coatings and form when cold a good sound joint.
- (e) Place in fire and heat to approx. 1300°C.
- (f) Remove from fire, press tip and shank together to remove surplus compound and cool off in air blast.

(Reprinted from D. G. M. P. Pamphlet No. 10.)

PART VI.

GUIDANCE NOTES FOR SELECTION COMMITTEES.

I.—POLICY

The number of trainees turned out under the Technical Training Scheme during the past two years has more than fulfilled expectations and thanks are due to all who have made this result possible, and particularly to those who have been responsible for recruitment. The pressure under which we have all had to work, however, has caused us on occasions to sacrifice quality to quantity and to pay perhaps too little attention to the qualifications required of candidates in the different trades. There is now to be no further expansion of the Training Scheme and the policy of the Labour Department for the future is to raise the standard of training to the highest point of perfection having regard to the limitation imposed on the period of training by the needs of war. This policy cannot, however, be successful unless we concentrate our attention at the same time on securing a marked improvement in the quality of the trainee. The efforts of all must therefore be devoted hence-forward to seeing that all candidates selected for training are fully up to standard. Now that 90 per cent. of the seats at training centres have been filled and no new centres are to be opened, this task should not be over-difficult, and the purpose of these notes is to supply Selection Committees and Recruiting Officers with a few hints as to how to set about it.

II.—EDUCATIONAL QUALIFICATIONS

The educational qualifications required of candidates are given in the Annexure. It should be remembered that these are the *minimum* requirements and that a candidate who does not conform to these qualifications is *not eligible* for selection. It has recently been decided that all candidates selected for the metal-working trades* should undergo a course of two months basic training before being finally allotted to a particular trade. This, however, will not alter the present method of selection by trades, and selecting authorities should continue to allot candidates to specific trades. In doing so, they should adhere strictly to the educational qualifications laid down for the trades concerned, and should satisfy themselves that each candidate has the required educational qualifications by giving him an appropriate test. In cases where a knowledge of English is necessary, the candidate should be required to read a few sentences in English from a black-board or the headlines of a newspaper and to do simple sums in English figures. Similarly where mere literacy is required the candidate should be able to read and write simple sentences and figures in his own language.

III.—INTELLIGENCE TESTS.

It will eliminate wastage if all candidates are also given simple intelligence tests to judge their suitability and aptitude for training. In selecting candidates for admission to technical training centres in Great Britain and the United States, it is usual to apply what are generally known as psychology tests and these have proved valuable in assessing the suitability of candidates for training. The following simple tests are recommended:—

(1) Have a number of blocks of wood at the table. Ask the candidate to choose the longest; thickest; heaviest.

*Armature Winders, Blacksmiths, Boiler Makers, Draughtsmen (Mech.), Drillers, Electricians, Electrical Fitters, Engine Drivers (I. C.), Engine Drivers (Steam), Fitters, Grinders, Instrument Mechanics, Machinists, Millers, Metal-wrights, Moulders, Plumbers, Riveters, Roller Drivers, Tin and Copper Turners, Welders (Electric), Welders (Oxy-acetylene).

(2) Draw two circles of, say, 2" and 2½" diameter. Ask the candidate to select the larger circle.

(3) Have a square block of wood and a pair of triangles formed by cutting a similar square along a diagonal, or 4 triangles formed by cutting along both diagonals. Ask the candidate to fit the triangles together so as to form the square.

(4) Ask the candidate to hang a picture on a wall and see that it is straight and correctly placed. Is the picture straight; right side up?

For 'Matriculate zone' candidates only.

(1) Draw two equal squares on ruled paper, using the lines. Shade one black and the other white on a black ground. The squares will appear to be of different sizes. Ask the candidate whether there is any difference in the size of the two squares, and if so, what.

An intelligent candidate will spot that as the squares are drawn between the same ruled lines, they must be of the same size.

(2) Have a block with a ½" hole in it and five loose pegs varying by 1/16th, one being ½". Ask the candidate to fit the right peg in the hole at the first attempt.

Similar other simple tests may be introduced.

IV.—PHYSICAL STANDARDS.

The minimum standards of physical fitness are given in Appendix III, and these must be adhered to. Selecting authorities should, whenever possible, arrange for the medical examination of the candidates at the time of selection, and for the Medical Officer to record the result of each examination on the form given in Appendix III. Where, however, arrangements for medical examination during selections cannot be made, the candidates should be weighed and their height and chest measurements should be taken to ensure that they fulfil the minimum standards laid down. A simple eye-sight test should also be applied and it should be seen that every candidate has the free use of his limbs. Slight variations in the standards of weight and chest measurements are permissible if the candidate is likely to make up the deficiency in a reasonable time by better feeding and exercise at a training centre. For instance, if a candidate weighs 102 pounds instead of 105 pounds due to underfeeding, he should not be rejected if he is of proportionate build and organically sound, as he is likely to make up the deficiency in weight after a short period of training. Similarly, in the case of chest measurements a deficiency of ½" or even ¾" need not disqualify a candidate if he is otherwise fit.

Notes (1) In taking the chest measurements, the measuring tape should be applied evenly but not lightly, its upper edge touching the lower border of the shoulder blades and its lower edge just over the nipples, the arms hanging by the sides. The minimum measurement will be taken after the breath has been expelled from the chest and the maximum when the chest is fully expanded. There should be a difference of at least two inches between the minimum and maximum measurements.

(2) Selection Committees may, with the sanction of the National Service Labour Tribunal concerned, purchase weighing machines and tape measure, and forward the bill to the Tribunal for payment.

V.—GENERAL.

It is realized that if due attention is paid to all the points raised in these notes the time spent on selections will be considerably longer than it is at present, but as the pressure to secure candidates will be less, it is hoped the Selection Committees and Recruiting Officers will not grudge the extra time required. There is no doubt that careful discrimination at the time of selection will be amply repaid and if the Technical

Training Scheme is to be the success that we all hope it will be, it is of the utmost importance that there should be a steady improvement in the quality of the trainees, both educationally and physically.

The Technical Training Scheme has two objects, (a) to meet the immediate war needs of the country and (b) to provide a nucleus of technically trained men who will help in the industrial progress of India after the war. To attain both these objectives we need men who are able to take full advantage of the training facilities now offered and who may be relied on to put the technical knowledge they gain to the best practical use.

VI.—PERIODICAL ALLOTMENT OF RECRUITS.

It would help a great deal to increase the efficiency of training if new candidates were allotted to training centres in manageable batches at fixed intervals instead of in ones or twos and at odd times. Selection Committees and Recruiting Officers are asked to try and arrange for this to be done in consultation with Heads of training centres and the Chairmen of the Tribunals.

ANNEXURE.

Educational Standard

The *minimum* educational qualifications required for the different trades are as follows :—

(1) Draughtsmen, Instrument Mechanics, Surveyors and Wireless Operators should have read up to Matriculation standard.

(2) Armature Winders, Boiler Attendants, Electrical Fitters, Electricians, Millwrights, Patternmakers and Toolmakers should have an elementary knowledge of English and be able to do calculations in English figures.

(3) Drillers, Engine Artificers, Fitters, Machinists and Turners must be literate in their own language, have a knowledge of English letters and be able to do simple calculations in English figures.

(4) Boiler-makers, Engine Drivers, Grinders, Painters and Plumbers must be literate in their own language, but need not have a knowledge of English.

(5) Blacksmiths, Carpenters, Linesmen, Moulders, Riveters, Roller Drivers, Textile Refitters, Tin and Coppersmiths, Welders and Wiremen must be sufficiently literate in their own language to be able to read and write figures.

(6) Bricklayers, Masons and Vulcanisers need not be literate.

These qualifications are the *minimum* required. It is desirable that all candidates should be fully literate in their own language and this should be the aim of all recruiting authorities. A knowledge of English is an additional advantage.

Instrument Mechanic recruits who have not passed the Matriculation or an equivalent examination will be accepted for enrolment in the Army only if they pass a special Army educational test which will be imposed by the Technical Recruiting Officer.

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Director of Supplies

Mr. E. E. L. Grundy, G.B.E., B.Sc., M.I. Mech. E., A.M.I.E.,
(12, Dalhousie Square, Calcutta.)

Training
(Hons.),

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ches.

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d Bridge	*Mr. J. G. Cowie, M.B.E., Inspector of Industrial Schools, Punjab, Lahore. (Asstt Regional Inspector, Mr. H. H. Dring, Lahore).
d Bridge	*Mr. H. B. Adams, M.B.E., M.I. Loco E., A.M.I. Mech.E., A.I.E.E., Divisional Electrical Engineer, N. W. Railway Workshops, Moghalpura
..	†Mr. A. W. Johnstone, B.Sc. (Lond.), A.M.I. E.E., A.M.I. Mech.E., Director of Industries, N. W. F. P., Peshawar
..	Mr. R. Cooper A. M. I. Mech. E., Senior Regional Inspector, Garden view Building, Strachan Road, Karachi
..	Capt B Chatterjee, A.M.I.A.E., Mem AS.M.E., M.S.E., Senior Regional Inspector, Lucknow. (Asstt Regional Inspector, Mr. W. McRedie, Lucknow).
sch Bihar	Mr. G. S. G. Vernon, M.I.E., (India), Senior Regional Inspector, suite No. 2, 3 Harrington Street, Calcutta (Asstt. Regional Inspector, Mr. T. Girdwood Calcutta)
apt E. I	*Mr. S. R. Sengupta, B.Sc., Ph.D., Glasgow, A.M.I.E. (Ind.), Calcutta.	ideal
ong and	†Mr. R. G. P. S. Fairbairn, B.Sc., Glasgow, Dipl. R.I.C. (Glasgow), A.M.I. Mech.E., Shapur.	er.)
ong and	*Mr. W. Allsop, M.I.Mech.E., M.I.E.I., Chief Electrical and Factory Inspector, Shillong	er.)
lass and	*Mr. S. N. Srivastava, D.Sc., Patna.	
..	†Mr. J. Tullis B.Sc., M.I.E. & S. F.R.S.A. Principal, Bihar College of Engineering, Patna.	
dapah.	Mr. A. Viswanath, M.Sc., D.I.C. (Lond.) M.I.E., Senior Regional Inspector, No 2, New Road, Cenotaph Road, Adyar, Madras. (Assistant R. I., Mr. G. Whalley).	
Engg.	Mr. V. A. Choudary, B.Sc., M.A.I.E., Regional Inspector, Bezwada.	or
davari,	..	
State	†Capt. E. Francis, R.E.M.E., Director Instrument Mechanics Training Centre, Hindupur.	
Juindly,	Mr. M. V. Jagannathan, L.M.E. (Hons) A.M.S.E., Senior Regional Inspector, No. 22 Errablu Chetty Street, George Town, Madras.	
State,		
Sonth	Mr. J. E. Peters, Coombatore	
..	Mr. H. Marshall, Senior Regional Inspector, Bombay. (Assistant Regional Inspector, Mr. J. H. Meredith, Bombay.)	the ble
..	Mr. N. Bhattacharya, B.Sc., A.M.I.E., Senior Regional Inspector, Delhi (Assistant Regional Inspector, Mr. F. S. Lancaster)	
States	Major F. J. Cuarden, B.Sc. (Engg.), London, C/o C. P. & Berar National Service Labour Tribunal, Naspur.	

Eastern zone includes the Eastern, South East and the two Southern Circles.

APPENDIX II.

GOVERNMENT OF INDIA.
DEPARTMENT OF LABOUR.

UNDERTAKING.

O
I
, son of

F₁ having been selected by the Governor General in Council for a course of training
L₁ as a in
V₁ hereby agree to take and complete the prescribed training at the said training
A₁ centre and undertake on the completion of my training to enrol in the Indian
P₁ Army Ordnance Corps or other technical branch of the Defence Services, if so
D₁ directed by the Governor General in Council or any authority acting on his
Pr behalf, or, if not so directed, to accept such other employment as may be
Pr provided for me by the Governor General in Council or any authority acting
on his behalf.

If I fail to carry out the above undertaking or if at any time during the
Pr period of my training, I voluntarily quit such training or am discharged for mis-
conduct (including insubordination, breach of rules, habitual absence from duty
L₁ or wilful neglect of my work) of which the Regional Inspector of Technical
Tr Training concerned shall be the sole and final judge, I hereby promise and under
St₁ take to refund to the Governor General in Council on demand the stipends paid
to me by him

An₁ I understand clearly that in accepting me as a trainee, the Governor General
Ap₁ in Council assumes no obligation whatever to find employment for me on the
conclusion of my training, and that he or any authority acting on his behalf has
F₁ full right to discharge me from the training course at any time without assign-
ing any reason if he thinks fit to do so.

L₁ I understand also that enrolment in the Indian Army Ordnance Corps or
Ap₁ other technical branch of the Defence Services entails the liability to serve over-
seas, and if so enrolled, I shall be ready to proceed overseas if so ordered.

Dated the day of 19th

Signature of witness. Signature of candidate

When the candidate is a minor, the following addendum should be signed by
his father, guardian or a surety —

The Governor General in Council having at my request and with my consent
agreed to accept the above undertaking, I undertake and guarantee that the
candidate will duly perform his part of the above undertaking and I and my
heirs shall refund to the Governor General in Council the stipends paid to the
candidate in the event of the same becoming refundable in terms of the aforesaid
undertaking.

Dated the day of 19th

Signature of witness.

Signature of father,
guardian or surety.

NOTE:—The cost of and incidental to this undertaking is to be borne by
the Government of India.

APPENDIX III.
GOVERNMENT OF INDIA.
DEPARTMENT OF LABOUR.

Technical Training Scheme.

MEDICAL OFFICER'S REPORT.

Name.....
 Father's name.....
 Height..... feet..... inches. Weight..... lbs.
 Chest measurement

Physical development.....

Vaccination marks

Vision

Teeth. No. of dental points.....
 Identification marks

Girth when fully expanded..... inches.
 Range of expansion..... inches.

Pulse rate.....
 Arteria Right..... Left.....
 Number.....
 Right eye.....
 Left eye.....

Examined by me and found free of organic disease and fit for technical training

(Signature and designation of Medical Officer.)

For the guidance of Medical Officers.

Minimum physical requirements.

Height 5 ft. 0 in.

Weight 105 lbs.

Expanded chest with 2 in. expansion 32 in.

Vision Acuity should be 6/9, 6/12 with or without glasses (distant vision).

For Gurkhas and Assamese only.

Height 4 ft. 11 in.

Expanded chest with 2 in. expansion 32 in.

Weight 100 lbs

Note.—Slight variations from these standards may be allowed provided the candidate is of proportionate build and sound physique and is considered capable of carrying out the duties expected of him.

APPENDIX IV

List of Technical, Deputy and Assistant Technical Recruiting Officers.

NORTHERN Area--

Punjab

Lahore—Technical Recruiting Officer, 22, Davis Road, Lahore (Colonel W. J. Cole, O.B.E., A.M.I.E., Mech E.)

Lahore—Deputy Technical Recruiting Officer, 22, Davis Road, Lahore (Major E. J. Blanchette and Squadron Leader A. M. Morad)

Lahore—Assistant Technical Recruiting Officer, 22, Davis Road, Lahore. (Captain A. D. Ordinal, M.B.B.S.)

Rawalpindi—Deputy Technical Recruiting Officer, O.I.I.N.W. Army Lines, Owyn Thomas Road, Rawalpindi (Lie-Col F. K. Byrne, A.I.R.O. and Major F. Harr, I.A.O.C.).

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SOUTHERN—Contd.

Madras—Contd.:

Madras—Assistant Technical Recruiting Officer, Pudupet Lines, Mount Road P. O. Madras (Captain D. E. Weston, Captain R. P. Bray, Captain C. H. Owen, I.E and Junior Commander Hensman).

Coimbatore—Assistant Technical Recruiting Officer, Trichy Road, Coimbatore. (Captain J. H. Bennett, and Captain J. C. Nichols).

Trichinopoly—Assistant Technical Recruiting Officer, Madura Road, Trichinopoly. (Captain C. H. D. Leonard and Captain W. L. Joseph).

Trivandrum—Assistant Technical Recruiting Officer, Bharat Building, Railway Station Road, Trivandrum. (Captain G. E. Leader-Williams, R.I.A.S.C. and Captain R. I. M. Duncan).

Berwada—Assistant Technical Recruiting Officer, "Sarah Manor" Bunder Road, Berwada. (Captain B. M. Verghese and Captain E. A. Morley).

WESTERN AREA—

Bombay—

Poona—Technical Recruiting Officer, Stanton Road, Poona. (Colonel J. Allen, A.I.R.O., I.A.O.C.)

Bombay—Assistant Technical Recruiting Officer, Esplanade Maidan (North), Dhobi Talao, Bombay No. 1. (Captain D. P. Jardine, Captain F. S. W. Smith, Captain G. E. Griffin, Captain J. Johnston, Pilot Officer E. A. Swift and Junior Commanders M. L. Cooper).

WESTERN AREA—Contd.

Bombay—

Poona—Assistant Technical Recruiting Officer, Stanton Road, Poona. (Captain P. D. Waite, Captain N. C. Way R.I.A.S.C., Captain M. S. Mehta, R.I.A.S.C., Captain M. L. Broughton, Captain A. W. Smith, Pilot Officer H. R. Bedi, Junior Commander D. M. Stevens and Pilot Officer L. M. Dutta).

Ahmedabad—Assistant Technical Recruiting Officer, Lal Darwaza, Mirzapur Road, Ahmedabad (Captain G. G. Joshi, Captain B. G. Tembe and Pilot Officer Sayed Nisar Ali).

Belgaum—Assistant Technical Recruiting Officer, Old Telegraph Office, Bungalow No. 33, Belgaum. (Pilot Officer N. Crawford).

Poona—Deputy Technical Recruiting Officer, Stanton Road, Poona. (Major T. A. Ball, Squadron Leader W. P. T. Scott and Major H. E. Traylen).

C. P.—

Nagpur—Deputy Technical Recruiting Officer, Assembly Rest House, Nagpur. (Major H. O. R. Rush).

Nagpur—Assistant Technical Recruiting Officer, Assembly Rest House, Nagpur. (Captain A. T. Brendish, R.E and Flight Lieutenant V. K. Reddy).

Khandwa—Assistant Technical Recruiting Officer, Military Barracks, Khandwa. (Captain L. R. Addyman, Captain D. D. Scott and Pilot Officer A. Rehman).

SOUTHERN—Contd.

Madras—Contd.:

Madras—Assistant Technical Recruiting Officer, Pudupet Lines, Mount Road P. O. Madras (Captain D. E. Weston, Captain R. F. Bray, Captain C. H. Owen, I E and Junior Commander Hensman).

Coimbatore.—Assistant Technical Recruiting Officer, Madura Road, Coimbatore. (Captain J. H. Bennet, and Captain J. C. Nichols).

Trichinopoly—Assistant Technical Recruiting Officer, Madura Road, Trichinopoly. (Captain C. H. D. Leonard and Captain W. L. Joseph).

Trivandrum—Assistant Technical Recruiting Officer, Bharat Building, Railway Station Road, Trivandrum. (Captain G. E. Leader-Williams, R.I.A.S.C. and Captain R. I. M. Duncan).

Berwada.—Assistant Technical Recruiting Officer, "Sorab Manor" Bunder Road, Berwada. (Captain B. M. Vargesa and Captain E. A. Marley).

WESTERN AREA—

Bombay—

Poona—Technical Recruiting Officer, Stanton Road, Poona (Colonel J. Allen, A.I.R.O., I.A.C.)

Bombay—Assistant Technical Recruiting Officer, Esplanade Maidan (North), Dhobi Talao, Bombay No 1 (Captain D. F. Jardine, Captain F. S. W. Smith, Captain O. E. Ordin, Captain J. Johnston, Pilot Officer R. A. Swift and Junior Commander M. I. Cooper).

WESTERN AREA—Contd.

Bombay—

Poona—Assistant Technical Recruiting Officer, Stanton Road, Poona (Captain P. D. Wainwright, Captain N. C. Way R.I.A.S.C., Captain M. S. Mehta, R.I.A.S.C., Captain M. L. Broughton, Captain A. W. Smith, Pilot Officer H. R. Bedi, Junior Commander D. M. Stevens and Pilot Officer L. M. Datta).

Ahmedabad—Assistant Technical Recruiting Officer, Lal Darwaza, Mirzapur Road, Ahmedabad (Captain O. O. Joshi, Captain R. G. Tembe and Pilot Officer Sayed Nisar Ali).

Belgaum—Assistant Technical Recruiting Officer, Old Telegraph Office, Bungalow No. 33, Belgaum. (Pilot Officer N. Crawford).

Poona—Deputy Technical Recruiting Officer, Stanton Road, Poona (Major T. A. Ball, Squadron Leader W. P. T. Scott and Major H. E. Traylen).

C. P.—

Nagpur—Deputy Technical Recruiting Officer, Assembly Rest House, Nagpur. (Major B. G. R. Rush).

Nagpur—Assistant Technical Recruiting Officer, Assembly Rest House, Nagpur. (Captain A. T. Brendish, R.E. and Flight Lieut V. K. Reddy).

Khandwa—Assistant Technical Recruiting Officer, Military Barracks, Khandwa (Captain L. B. Addyman, Captain D. D. Souri and Pilot Officer A. Rahman).

APPENDIX V.

Form I.

From

PRINCIPAL,
 The SUPERINTENDENT,
 MANAGER,

To

The DISTRICT MAGISTRATE,

CALCUTTA.
 The COMMISSIONER of POLICE, BOMBAY,
MADRAS.

The RESIDENT in.....

Subject.—Technical Training Scheme—Verification of character and antecedents of accepted trainees.

The person(s) described in the attached verification roll(s) has have been selected for training at.....
(institution or training centre) under the Technical Training Scheme with a view to his their eventual appointment to the Indian Army Ordnance Corps or other technical branch of the Defence Services or employment in an Ordnance or other factory employed on work of national importance. It is necessary that his their antecedents should be known and in particular whether there is any reason, political, or otherwise, why be any of them should NOT be accepted for such employment. I shall therefore be obliged if you will kindly pass the relevant roll rolls to the Chairman, National Service Labour Tribunal,..... with your remarks so that appropriate action may be taken.

Principal|Superintendent|Manager.

Copy forwarded to the Chairman, National Service Labour Tribunal.....

Principal|Superintendent|Manager.

*District as stated at item 5 (e) of the verification roll.

Form II.

GOVERNMENT OF INDIA.
 DEPARTMENT OF LABOUR.

TECHNICAL TRAINING SCHEME.

VERIFICATION ROLL.

Particulars of the candidate selected for Technical Training.

1. Name of the applicant.....
2. Father's name.....
3. Caste or Community.....
4. Date of Birth.....

5. (a) Village.....
 (b) Police Station.....
 (c) District.
 6. Places and periods of education.....

 7. Identification marks.....
 8. Applicant's signature and/or
 thumb impression.....
 9. Name of institution or training
 centre to which posted.....

Note.—Items 1 to 6 should be filled up according to information supplied by the candidate

Entries against items 7 and 8 should be personally checked by the Principal or Head of training centre, or a responsible officer to be deputed by him for the purpose.

POLICE REPORT.

APPENDIX VI

Name of Government.	The Authorities to whom references for the verification of antecedents of trainees are to be made.
1. Govt. of the Punjab The District Supts. of Police concerned.
2. Govt. of Sind The District Magistrates concerned.
3. Chief Commissioner, Ajmer-Merwara	The Commissioner, Ajmer (who is also the District Magistrate).
4. Govt. of Bihar The District Officers concerned.
5. Govt. of Bombay The Commissioner of Police, Bombay, or the District Magistrate (in respect of an enquiry in the City of Bombay) and the District Superintendents of Police concerned in respect of other cities.
6. Govt. of the Central Provinces and Berar.	The District Superintendents of Police concerned.
.. Govt. of the North-West Frontier Province.	The Deputy Commissioners concerned.
8. Govt. of Madras The Commissioner of Police, Madras, or the Collectors of Districts concerned.
9. Govt. of Orissa The Superintendent of Police, Criminal Investigation Department, Orissa, Cuttack.
10. Govt. of Assam The Deputy Inspector General of Police, Criminal Investigation Department, Assam.
11. Other Presidency towns The Commissioner of
12. Indian States The Resident Commissioner

*TRA. 272 (3), dated 25th June 1941, TRA. 272, dated 13th 272, dated 8th December 1941, and TRA.

APPENDIX VII.
TECHNICAL TRAINING SCHEME.
Trainee's Progress Card.
Institution _____

Trainee's Name..... Date of Admission.....
Trainee's No..... Date of Leaving.....

*To be referred to as A, B or C; see below.

Technical Efficiency and Conduct

{ A Good.
*B Fair.
C Bad.

NOTE :— (1) To be marked up in fortnightly periods.
(2) To be filled in on the nearest working day to 15th and the last working day of the month.
(3) To be forwarded after the completion of the training to the unit or the factory to which the trainee is posted.
(4) Progress Card will be handed to trainees who are discharged without obtaining a pass.

A few special remarks regarding the trains:-

Date of Passing the Final Test.....

Trade Testing Officer.....

APPENDIX VIII.

DEARNESS ALLOWANCE SCHEME.

This scheme shall apply, on an all-India basis, to all servants of the Central Government (other than servants of the Railways) whether stationed in the various provinces or in the centrally administered areas.

2. This scheme shall come into force with effect from 1st August, 1942 and allowances at rates hereinafter prescribed will be payable for the first time, on 1st September, on the emoluments drawn from 1st August.

3. (i) For the purpose of the scheme the various localities shall be divided into three areas, as under :—

Area A.—will include Bombay and Calcutta and their suburbs to which the Calcutta and Bombay compensatory (cost of living) allowance schemes apply.

Area B.—will comprise (1) the suburbs of Bombay not included in Area A above but lying within the area extending up to Kalyan (inclusive) on the Great Indian Peninsula Railway and Virar (inclusive) on the Bombay, Baroda and Central Indian Railway, and

(2) the following towns:—

Abbottabad, Agra, Ahmedabad, Allahabad, Amritsar, Bangalore, Benares, Calcutta, Chittagong, Dacca, Darjeeling, Dehra Dun, Delhi, Dhanushkodi, Hyderabad (Deccan) including the administered areas of Secunderabad, Trichinopoly, Madras, Meerut, Mussoorie, Nagpur, Poona, Quetta, Ranchi, Rawalpindi, Shillong, Simla, Mymensingh and Mount Abu

Area C.—will include all the localities not specified in A and B above.

(ii) The allowance shall be admissible on the scale indicated in the following table, namely :—

Emoluments of Government servant.	Rate of allowance per mensem.
	Rs. A. r.
<i>Area A</i> —	
Below Rs. 40 p. m. 11 0 0
From Rs. 40 upto Rs. 150 p. m. 14 0 0
<i>Area B</i> —	
Below Rs. 40 p. m. 8 8 0
From Rs. 40 upto Rs. 125 p. m. 11 0 0
<i>Area C</i> —	
Below Rs. 40 p. m. 6 8 0
From Rs. 40 upto Rs. 90 p. m. 0 0 0

(iii) Persons drawing more than Rs. 150 but not more than Rs. 164 in Area A ; more than Rs. 125 but not more than Rs. 136 in Area B ; more than Rs. 90 but not more than Rs. 99 in Area C shall receive such allowance as would bring their total emoluments upto Rs. 164, Rs. 136 and Rs. 99 in the respective areas.

4. The term 'Central Government servants' includes :—

(a) All persons who are in the whole-time service of the Central Government whether in a permanent or temporary capacity or paid at daily or piece-work rates ;

(b) Inferior servants paid from contingencies ; and

(c) Members of work-charged establishments.

5. 'Emoluments' for the purpose of the allowance include the amount drawn monthly by a Government servant, as pay, special pay, personal pay and other payments classed as 'pay', overtime allowances, fees and pension. Night duty allowance, House rent and other compensatory allowances shall not be taken into account for the purpose of calculating emoluments. The term 'emoluments' also includes leave salary where the drawal of the allowance during leave is permitted *vide* paragraph 7 below.

6. (i) The eligibility for and the amount of the allowance shall be determined with reference to the total emoluments actually drawn for the month for which the allowance is claimed.

(ii) Government servants who are discharged in the course of a month, e.g., temporary and officiating Government servants shall draw the allowance proportionate to the actual number of days of emoluments.

(iii) Persons whose emoluments are calculated at daily rates shall be eligible for the allowance, irrespective of whether they are disbursed at the end of the month or at any shorter intervals, provided they are borne on regular establishment and are not merely casual workers. The allowance shall bear the same proportion to that drawn by Government servants on monthly rates of pay as the number of days for which the Government servant was employed during the month bears to the number of working days in the month (which, in the absence of specific orders, shall be reckoned as 21 days in a month); the allowance being rounded to the next higher anna. Piece-workers shall, however, be eligible for the allowance for the month to the extent admissible under the preceding paragraphs irrespective of the number of days worked during the month.

(iv) In the case of persons who are appointed in the course of a month, the admissibility of the allowance, and the rate of the allowance, should be determined with reference to the monthly rate of pay on which a person has been employed. If the monthly rate of pay entitles him to the allowance, he will draw it proportionate to the number of days of his employment in the month.

(v) In the case of a person drawing pay at two different rates for broken periods of a month, the admissibility and the rate of the allowance will be determined with reference to the total emoluments drawn by him in a month and not with reference to the rates of pay drawn for broken periods of a month.

7. The drawal of the allowance during leave (other than extraordinary leave) or temporary transfer shall be governed by the provisions of Supplementary Rule 6A. No allowance will be admissible during leave without pay.

8. The provisions of this scheme will apply to Government servants under the administrative control of the Governor General in Council stationed in the various Indian States and administered areas in States and in the French and Portuguese possessions in India (other than Railway employees), to the same extent and in the same manner as in the case of the Central Government servants stationed in the various provinces and in the centrally administered areas.

9. Part-time sweepers (other than those employed by Railways) serving in Central Government offices in the province of Bombay including the Western India States Agency, Baroda Residency and the Gjnrat States Agency, Kolhapur Residency and the Deccan States Agency, will draw dearness allowance at the following rates :—

Rates of allowance per mensem.

In Bombay City. In Mysore.

Rs. A. P. Rs. A. P.

(i) Sweepers drawing a pay up to Rs. 4						
per mensem				1 8 0		1 4 0

(ii) Sweepers drawing a pay above Rs. 4						
per mensem but up to Rs. 8 per mensem ..				3 0 0		2

expenditure. [Copies of the form (No. S. 59), used in Central Government offices can be had, if required, by Principals of Institutions on application to the Manager, Forms Store, Calcutta.]

(6) The total amount which the head of an institution is authorised to draw to cover the charges mentioned in the preceding sub-para, shall not exceed Rs. 15 per annum per trainee, and the charges on account of medical attention shall not exceed Rs. 10 per head in any one case, the sanction of the Labour Department being obtained in all cases where this limit is exceeded. Travelling allowance to trainees for (1) undergoing a trade test at a place outside a radius of 5 miles from the place of residence and (2) journey to the place of employment on the termination of training will be governed by paras 93 and 94 respectively—Part I of this Manual.

(7) Bills for recurring expenditure will not require countersignature by a Regional Inspector, but the Regional Inspectors will check the accounts of the institutions under their charge whenever they visit them and bring any irregularities to the notice of the Labour Department. Bills for non-recurring expenditure* except those mentioned below, will require countersignature by the Regional Inspector concerned, before payment is authorised by the Treasury Officer.

(i) Bill for amounts not exceeding Rs. 500 for railway freight on equipment supplied through the Supply Department.

(ii) Travelling Allowance bills of trainees for journeys from their residences to join the training centre.

(iii) Travelling Allowance bills of trainees for journeys to undergo trade tests.

(iv) Travelling Allowance bills of trainees to join posts on completion of training.

(v) Travelling Allowance bills of trainees in connection with medical examination or treatment.

(vi) Travelling Allowance bills of trainees on transfer in public interest from one centre to another.

(vii) Bills for expenditure not exceeding Rs. 10 on any one occasion in any one case on medical treatment of trainees.

(viii) Bills for service postage stamps (in the case of Government institutions and training centres).

(ix) Bills for electric charges, kerosene oil, phenyle, etc., for hostel use.

(x) Bills for advances granted to trainees, which have been sanctioned by the Department of Labour.

(xi) Bills on account of Octroi, Cooly and Cartage charges of the equipment supplied to training centres by the Central Government, and

(xii) Bills on account of the stipend, and travelling allowance due to trainees discharged on medical grounds.

4. The minimum rate of stipend payable to trainees has been fixed under the Technical Training Scheme at Rs. 29, 30 and 31 per mensem for matriculates and Rs. 21, 23 and 26 for non-matriculates, but a higher rate will be payable in the case of certain classes of trainees where an increased rate has been specially sanctioned by the Government of India or the National Service Labour Tribunal concerned. Separate orders will issue sanctioning other charges including the cost of additional accommodation, additional instructors under the Scheme, training fees, etc.

5. I am to request that the Treasury Officers concerned may kindly be instructed without delay to make payment of the bills presented in accordance with the above procedure.

*Vide letters No. TRA-58, dated the 16th February 1942, No. TRA-58 (1), dated the 3rd April 1942, No. TRA-58/194 and Directive No. 2, para. VII, dated the 15th May 1942.

†Vide Directive No. 6 dated 21st September 1942.

Report for the month of—

-194

Signature of Principal[Superintendent]Manager—

APPENDIX XI

Trainees who have passed the prescribed trade tests.

Name	Father's name	Home address.	Date of birth	Trade in which passed.	Date of passing trade test.	Name of officer who supervised the trade test.	Service or Deptt. for which earmarked if any.	Remarks.

Dated..... the..... 194

Principal.

Superintendent.

Manager.

APPENDIX XII
 GOVERNMENT OF INDIA
 DEPARTMENT OF LABOUR
 TECHNICAL TRAINING SCHEME.

Trade Test Certificate.

1. Name of trainee.
2. Father's Name.
3. Home Address.
4. Date of Birth.
5. Trade in which trained.
6. Centre at which training was received.
7. Date of commencement of training.
8. Date of completion of training.
9. Personal marks for identification of trainee.
10. Thumb impression and signature of trainee and date.
 (To be given in the presence of the Principal, Workshop Manager or Officer supervising the test.)

[Entries 1 to 9 should be completed by the Principal or Workshop Manager.]

CERTIFICATE.

Certified that the abovementioned trainee has passed the prescribed trade test for..... Grade..... held on the
 194

Signature of Officer who supervised the

test and date.

Signature of the Chairman of the
 Testing Panel

*Please mention the trade for which the trainee

APPENDIX XIII TECHNICAL TRAINING SCHEME

Statement showing progressive expenditure incurred by training centres under the head "64—Miscellaneous expenditure connected with the war—H.—Scheme for the training of Skilled Artisans".

Heads of Disbursement and details of expenditure.	Expenditure during 194	Expenditure to end of previous month.	Progressive expenditure.
H.—SCHEME FOR THE TRAINING OF SKILLED ARTISANS			
H. 3—Allowances, Honoraria, etc.*—			
T. A. to trainees on joining centres			
T. A. to trainee for trade tests			
T. A. to trainees to join posts on completion of training			
T. A. to trainees for journey in connection with medical examination			
T. A. to trainees on transfer, in public interest, from one centre to another			
Total Allowances			
H. 4—Stipends to trainees—			
(.. Ordnance trainees @ Rs.			
.. Ordnance trainees @ Rs.			
.. Air Force trainees @ Rs.			
Total Stipends			
H. 5—Payment for Training—			
Training fees			
(....Ordnance trainees @ Rs.			
.. Air Force trainees @ Rs.			
Pay of instructional and clerical staff and workshop coolies, and honoraria to existing staff, etc.*			
Total Payment for Training			
H. 6—Other Charges—			
Medical treatment of trainees			
Postage			
Cost of equipment			
Conveyance			
Freight charges on equipment			
Advertisement			
Rent of hired hostel			
Clothing advance			
Allowance to Hostel Supdt and pay of Chowkidar, etc.			
Cost of furniture and utensils			
Total Other Charges			
Total Recoveries			
Grand Total			

*Those allowances to existing instructional, clerical, &c., are met from the training fee should not be included in it. Forwarded to the Under Secretary to the Government of Labour, Simla.

Labour, Sums. Principal
No..... Dated the Manager
Superintendent

APPENDIX XIV

Register of stock received by

during the year ending 31st March 1944.

Part B.II—Equipment purchased locally or supplied by firms direct at the cost of the Central Government and the freight paid on it.

Item No.	No. and date of sanction of the Department of Labour or of the Regional Inspector	No. and Description of equipment.	Whether purchased locally or supplied by firms direct.	Cost	Amount of freight paid, if any, and incidental charges.	Total cost.	Remarks.
							4
				Rs. a. p.	Rs. a. p.	Rs. a. p.	

NOTE.—1. Expenditure incurred on furniture and utensils for use in hostel for trainees should not be shown in the statement.

2. By "Equipment supplied by firms direct" is meant machinery etc. received direct by training centres from firms under instructions from the Director of Supplies, and for which bills have been accepted by them vide para. 100, Part I of the "Training Manual, 1943".

Verified from the accounts kept by the Training Centre
and found correct.

Regional Inspector,

Head of the Training Centre,
Circle.

APPENDIX XV

THE NATIONAL SERVICE (TECHNICAL PERSONNEL) RULES, 1940.

Form K.

Application for Technical Personnel.

[See Section 4 (2) and Rule 16A.]

1. Name and address of the notified factory/training establishment/office or Department under the Crown.....
2. Name and address of Owner/Manager/Officer making the application.....
3. Technical personnel required (give details of trade wanted).....
4. Purpose for which personnel is required (state nature and on which the personnel is to be employed).....

5. State salary or wages paid to similar personnel in the notified factory training establishment|office or Department.....

6. Does the factory|training establishment|office or Department maintain a Provident Fund or any other fund or scheme for the benefit of the employees ? If so, give details

7. Does the factory|training establishment|office or Department allow leave or holidays with pay to its employees ? If so, give details.....

8. Does the factory|training establishment|office or Department provide (1) free accommodation, (2) free medical attention or (3) any other amenities for its employees ? If so, give details.....

I hereby apply under the provisions of section 4 (2) of the National Service (Technical Personnel) Ordinance, 1940, for the allotment of the technical personnel described in item 3 above to..... being a notified factory|training establishment|office or Department under the Crown. I have read and understood the provisions of sub-section (2) of section 4 of the National Service (Technical Personnel) Ordinance, 1940, as amended by Ordinance No XI of 1940 and Ordinance No VI of 1942

Signature of Owner|Manager|Officer.

Dated.. the..... 194....

To

.....
.....
.....

APPENDIX XVI
Undertaking to be given by Instructor trainees.

I..... son of..... undertake to undergo training as an instructor in..... and if found fit for employment as an instructor on the completion of my training to serve in any part of India in accordance with such terms as may be fixed by the Central Government in consultation with the local National Service Labour Tribunal. I understand that in accepting me as a trainee, neither the Regional Inspector nor the Government of India assumes any obligation to find employment for me on the completion of my training so that the Regional Inspector has the right to discharge me from the training classes at any time without assigning any reason if he thinks fit so to do. I further undertake to refund to the Central Government all stipends received by me during the period of my training, if during such period I voluntarily quit such training or am discharged for misconduct.

Signature of candidate.

MEMORANDUM.

Mr..... son of..... has been selected to undergo a course of training as an instructor in..... at..... and is directed to join the said training centre on..... The course of training will last from three to six months and during the period of training Mr..... will receive a stipend of Rs..... per month. No guarantee of employment on completion of his training is given to Mr..... and if at any time during the course his conduct or progress is found to be unsatisfactory, he will be liable to immediate discharge by order of the undersigned.

Signature.....
Regional Inspector of Technical Training.

APPENDIX XVII

Scales of pay of clerical staff at the Training Centres.

(As introduced from 1st January 1943).

Present rates of pay		Sanctioned time-scales Rs.
ASSAM.		
Clerks on Rs. 50 and 60 p. m.	..	50—2½—65
Clerks on Rs. 35 p. m.	..	40—2½—50
Time and Store-keepers on Rs. 30 p. m.	..	40—2½—50
BOMBAY.		
Office Superintendent on Rs. 120 p. m.	..	120—5—140
Head Clerks, Accountants and Store-keepers on Rs. 75 and Rs. 100 p. m.	..	70—4—90—5—110
Stenographers on Rs. 75 and Clerks and Accountants on Rs. 60 and 65 p. m.	..	60—3—84
Clerks on Rs. 50 and 55 p. m.	..	50—2½—65
Clerks from Rs. 30 to Rs. 40 p. m.	..	40—2½—50
BIHAR AND ORISSA.		
Head Clerks on Rs. 75 and 95 p. m.	..	70—4—90—5—110
Clerks on Rs. 50, 55 and 60 p. m.	..	50—2½—65
Clerks on Rs. 30, 35, 40 and 45 p. m.	..	40—2½—50
C. P. AND BERAR.		
Accountants on Rs. 60 p. m.	..	60—3—84
Clerks on Rs. 30, 35, 40 and 45 p. m.	..	40—2½—50
Clerks on Rs. 55 p. m.	..	50—2½—65
MADRAS		
Chief Clerk on Rs. 150 p. m.	..	150—5—175
Financial Clerks on Rs. 125 p. m.	..	125—5—140
Head Clerks and Accountants on Rs. 75, 80 and 95 p. m.	..	70—4—90—5—110
Stenographers on Rs. 60 p. m.	..	50—2½—60—3—75
Clerks, Accountants and Store-keepers on Rs. 50 and 60 p. m.	..	50—2½—65
Clerks, Store-keepers and Time-keepers on Rs. 25, 30, 35, 37, 40 and 45 p. m.	..	40—2½—50
PUNJAB.		
Clerks on Rs. 70 p. m.	..	60—3—84
Clerks on Rs. 45, 50 and 60 p. m.	..	50—2½—65
Clerks on Rs. 35, 40 and 42 p. m.	..	42—2—50—2½—55
SIND.		
Accountants on Rs. 75 p. m.	..	60—3—84
Clerks on Rs. 50 p. m.	..	50—2½—65
Clerks on Rs. 35 and 40 p. m.	..	40—2½—60
UNITED PROVINCES.		
Stenographers on Rs. 75 p. m.	..	50—2½—60—3—75
Clerks and Assistant Accountants on Rs. 50 and 60 p. m.	..	50—2½—65
Clerks, Store-keepers and Time-keepers on Rs. 30, 35 and 40 p. m.	..	40—2½—60
Clerks on Rs. 45 p. m.	..	45—2

DELHI.

Accountants and Head Clerks on Rs. 100 and 80 p. m.	80—4—100—5—125
Head Store-keepers and Cashiers on Rs. 75 p. m. ..	75—5—85
Clerks, Store-keepers and Time-keepers on Rs. 45 and 50 p. m.	
(i) For men who have no previous clerical experience, who are not matriculates and do not know typing	50—2½—60
(ii) For all others	60—3—84
Clerks on Rs. 40 p. m.	40—2½—50
Assistant Time-keepers on Rs. 30 p. m.	40—2½—50

N. W. F. PROVINCE.

Accountant on Rs. 60 p. m. ..	65—5—130	} Plus Rs. 5 Headquarters allowance at Peshawar.
Clerks on Rs. 45 and 46 p. m. ..	40—3—90	

BENGAL.

Senior Clerks, Cashiers and Superintendents on Rs. 100 and 80	80—4—100—5—110
Head Clerks and First Tool Clerk on Rs. 95 p. m. ..	
Clerks and Accountants on Rs. 65 p. m. ..	60—3—84
Clerks, Cashiers and Store-Clerks on Rs. 50 and 60 p. m.	50—2½—65
Clerks, Time-keepers and Store-keepers on Rs. 30 to 46 p. m.	40—2½—50
Stenographers on Rs. 60 p. m.	50—2½—60—3—75

APPENDIX XIX

Form ISC-2 (Revised)

APPLICATION.

To a Quota Holding Department for a licence to acquire iron or steel of the controlled categories under THE IRON AND STEEL (CONTROL OF DISTRIBUTION) ORDER 1941

N.B.—Manufacturers of uncontrolled articles containing iron or steel for general sale to meet civil demands or industrial requirements must apply in "Manufacturer's Application Form ISC 2A".

To _____ Name of (Appropriate Quota Holding Department).....

Address

1. (a) Full name of the person who will ultimately use the controlled iron or steel or the articles to be made from the controlled iron or steel.

or

Name of the Original Indentor

(b) Address

2. (a) Full name of the applicant giving his relationship with the person named in paragraph 1 above (e.g., "Purchasing Agent", "Managing Agents", "Order Supplier", "Fabricating Contractor", etc.).

(b) Address

3. (i) Description of the purpose for which the iron or steel is required including the uses to which any articles manufactured from the iron and steel are to be put and by whom. Any special information about the urgency of deliveries, etc.

(ii) Wherever applicable, quote.

(a) D.G.M.P. Indent No

or

(b) Contract No

4. Total tonnage of all types of iron or steel required in each period (Detailed tonnages by categories and periods must be entered overleaf)

Year	Period	Total Tonnage of all categories to two places of decimals.
		*
194	I	
194	II	
194	III	
194	IV	

5. Departmental symbol, number and date of any licence issued in any other application made in connection with the purpose mentioned in paragraph 3 above, or particulars of any other application already made in connection therewith which has been rejected or upon which no licence has yet been issued.

6. If a licence be granted, the licensee may kindly be empowered to issue sub-licences, for the following reasons:—

Signature of the Applicant.....

*By "Period" is meant one quarter of one year. In any year Period I is January to March, Period II is April to June, Period III is July to September and Period IV is October to December.

~~Strike out this paragraph if not applicable.~~

CERTIFICATE.

I, _____, Applicant, hereby certify that to the best of my knowledge and belief, no other application has been made by or on behalf of the person named in paragraph 1 to this or any other Quota Holding Department, for iron or steel for the purpose described in paragraph 3 above, except those which resulted in the granting of licences, the details of which have been given in paragraph 5 above, or which have been rejected or are pending and regarding which particulars have been given in the said paragraph 5.

Signature of the Applicant.....

Type of Iron or Steel.	Total Tonnage Required to two places of decimal.	Tonnage required in each year Period.*			
		191	194	191	194
	I	II	III	IV	
1. Pig Iron
2. Blooms, Billets and Slabs
3 Heavy structurals
4 Light structurals (including Light Rails)
5 Shell steel, Ingots, Blooms, Billets and Bars
6A Heavy Rails and Fishplates
6B. Spikes, Coach Screws and other Rail fittings
7 Tin Plates
8A Black Sheets (Plain)
8B Black Sheets (Corrugated)
9. Galvanized Sheets (Plain and Corrugated)
10 Plates (Shipbuilding)
11 Plates (ordinary M. S. including Boiler and H. T.)
12 Plates (Bullet Proof)
13A. Bars (including Rounds and Squares $\frac{3}{4}$ " and above also Flats, Octagons and Hexagons)
13B Rods (including Rounds and Squares below $\frac{3}{4}$ ")
14A. Bolts, Nuts and Washers (including Fish Bolts, Nuts and Washers)
14B. Rivets
15A. Wire (Barbed)
15B. Wire (Telegraph)
16. Wire Nails
17. Wire (other kinds of Black and Bright Wire)
18. Spring Steel (of any of the above categories)
19. Hoops and Strips

N. B.—All applications for Tool Steel (including Die Steel) and W. of these categories must be made only to the Director General, II. duction, 6, Esplanade East, Calcutta.

*To be given in tons to two places of decimals.

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